**Regular Beavercreek Trustee's Meeting**

**Monday, September 4, 2012**

Mr. Glaser called the Regular Trustee Meeting to order at 2:00 P.M. Those present were Trustees: Robert Glaser, Carol Graff and Dan Paxson. Fiscal Officer, Christy Ahrens and Legal Advisor Robert Surdyk were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Administrator/Inspector Victoria Long, and HR Manager Trish Gustafson. Union President Ryan Williams and Beavercreek School Treasurer Steve Maag were also present.

**2012-303** Ms. Graff made a motion to approve the Agenda for September 5, 2012. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-304** Mr. Paxson made a motion to approve the September 6, 2012 Payroll in the amount of $249,961.56. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**2012-305** Ms. Graff made a motion to approve the Bills in the amount of $37,603.07. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**2012-306** Mr. Paxson made a motion to approve the Regular Meeting Minutes of August 20, 2012. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

**RESIDENTS/GUESTS DESIRING TO SPEAK**: None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Ohio Enterprise Zone Program:

David Kell, Director of the Greene County Department of Development and Mr. Peter Williams, Economic Development Programs for the Greene County Department of Development, 61 Greene Street.

Mr. Kell stated that he was before the Trustees to ask for their approval of the Resolution between the Trustees and RDB Investments, Inc. Mr. Kell discussed the following information:

Time Line

June 5th, 2012

J.B. Brenner, Owner of Jacks Pet's in Beavercreek Township contacted the Greene County Department of Development to discuss the company's expansion plans.

June 11th, 2012

Greene County Department of Development staff (Director) David Kell and Pete Williams meet with Scott Brenner, President of Jack's Pets and are informed that the company's online sales growth and additional retail outlets in Lexington & Louisville, KY has both expanded the corporate footprint and facility needs for operation moving forward. Mr. Brenner informed Greene County Development Staff that the company was actively seeking and evaluating potential sites for the company's corporate and product distribution headquarters in Northern Kentucky in addition to evaluating the prospect of expansion of the current corporate and product distribution headquarters in Beavercreek Township. The proposed expansion at the current site would result in the retention of 74 existing jobs, addition of 20 new jobs and a $1.2 million facility improvement and total project cost of $2.8 million to complete the build-out.

June 15th, 2012

**Regular Beavercreek Trustee's Meeting**

**Monday, September 4, 2012**

Working with the Regional JobsOhio office at the Dayton Development Coalition, Greene County Staff begin process of retention and expansion of Jack's Pets at Beavercreek Township site by exploring potential State and County incentive programs.

July 17th, 2012

Jack's Pets expresses an interest in the Ohio Department of Development Urban Jobs and Enterprise Zone Act. Greene County Staff assists Jack's Pets determining potential value of Enterprise Zone designation based on the existing investment in the property, proposed new investment, additional employees and additional payroll. Based on these factors, a proposed abatement amount of 36% is determined. A proposed term of ten years is also determined.

| Criteria | Amount | Points |
|---|---|---|
| 1% for each $300,000 new investment | 1,200,000 | 4 |
| 1% for each 3% increase in existing investment | 1,200,000/2,500,000 | 16 |
| 1% for 3 new jobs and 1% for 20 retained jobs | 20, 74 | 10 |
| 1% for each $100,000 in new payroll | $600,000 | 6 |
| Total | | **36** |

Based on the current taxable millage of the location, a $1.2 million increase in the value of the property and improvements would result in $420,000 in assessed value generating an estimated $27,553.37 in new taxes. With the proposed Enterprise Zone agreement, 36% of that amount or $9,919.21 would be abated resulting in $17,634.16 in new tax revenue from this property. The break-down by taxing entity is listed below.

| | Taxing Entity | Full Millage | Taxable Millage | Estimated Taxes | Expansion | Assessed Value | New Taxes | New Revenue | Abated Taxes |
|---|---|---|---|---|---|---|---|---|---|
| County | GREENE COUNTY | 12.25 | 11.882564 | $7,733.41 | $1,200,000 | $420,000 | $4,990.68 | $3,194.03 | $1,796.64 |
| Township | BEAVERCREEK TWP | 16.55 | 11.545969 | $7,514.35 | | | $4,849.31 | $3,103.56 | $1,745.75 |
| School | BVCRK CITY SD | 48.9 | 38.555891 | $25,092.95 | | | $16,193.47 | $10,363.82 | $5,829.65 |
| JVS | GR CO JVS OUTSIDE | 3.45 | 2.818845 | $1,834.56 | | | $1,183.91 | $757.71 | $426.209 |
| Miscellaneous | GREENE HEALTH DIST | 0.8 | 0.8 | $520.66 | | | $336 | $215.04 | $120.96 |
| | | 81.95 | 65.603269 | $42,695.93 | | | $27,553.37 | $17,634.16 | $9,919.21 |

August 1, 2012

Greene County Staff receives Jack's Pets formal application and notifies the Beavercreek City Schools and Greene County Career Center of this submission.

Scott Brenner, Jack's Pets, 802 N. Orchard Lane thanked the Trustees for taking the time today to consider this resolution. The company currently has twenty-eight stores and will be opening their twenty-ninth this month. To support that growth, the company is looking to expand or relocate the business. The purpose of this agreement is to help offset the cost of constructing a new building and keeping the company here in Beavercreek Township. General discussion occurred. Township Administrator Alex Zaharieff recommended moving forward with the resolution. Ms. Graff stated that she is not normally in favor of tax abatements, but it is still an addition of tax money and she wants to keep the business here.

**2012-307** Ms. Graff made a motion to approve **Resolution 2012-307**, a Resolution of the Board of Trustees of Beavercreek Township, Greene County, Ohio Approving of Agreement Between Greene County, Ohio and RDB

Investments, Inc. Under the Ohio Enterprise Zone Act,
WHEREAS, the Ohio Enterprise Zone Act ("the Act"), under Ohio Revised Code Section 5709.61 through 5709.69, has authorized counties, with the consent and agreement of affected municipalities and townships therein, to designate areas as Enterprise Zones and to execute agreements with certain enterprises for the purpose of establishing, expanding, renovating or occupying facilities and hiring new employees and preserving jobs within said zones in exchange for specified local tax incentives granted by the county; and
WHEREAS, The Board of Commissioners of Greene County, Ohio intend to enter into an Agreement with RDB Investments, Inc. for the purpose of establishing, expanding, renovating or occupying facilities and hiring new employees and preserving jobs within said zone in exchange for specified local tax incentives granted by the county; and
WHEREAS, it is necessary for the Trustees to formally consent to any such Agreement since the facilities to be established, expanded, renovated or occupied are in the unincorporated area of Beavercreek Township, Greene County, Ohio; and,
WHEREAS, After due consideration, the Board of Trustees of Beavercreek Township have determined that the proposed Agreement will promote and support the interest of Beavercreek Township;
NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of Beavercreek Township, Greene County, Ohio hereby consent to the Agreement by and between the Board of Commissioners of Greene County, Ohio and RDB Investments, Inc. for the purpose of establishing, expanding, renovating or occupying facilities and hiring new employees and preserving jobs within Enterprise Zone #128C in exchange for specified local tax incentives granted by the Green County, Ohio;
2. The Clerk of the Board of County Commissioners of Greene County, Ohio is hereby authorized to include this resolution in the submission of materials to the Director of the Department of the State of Ohio.

Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**ADMINISTRATOR:**

Request for a Work Session on Controlled Bowhunting Program:
General discussion occurred and this topic will be added to the Special Meeting on September 20, 2012 to begin now at 1pm to cover this topic and 2013 Appropriations.

Media Services Agreement:
Mr. Zaharieff explained that after doing research on this topic, it would be more cost effective for the Township to film the Trustee meetings and turn the media over to the City for them to place on Channel 5. However, having the Township tape the meetings would require the Township to purchase about $2400 worth of equipment. Ms. Graff asked if the meetings could then be put on intra-net so our own employees could view it, the answer was yes. Mr. Paxson said he thought the Board decided not to do this. Mr. Zaharieff said that there was a no vote taken in January on this topic; but two meetings ago he was asked to get quotes. Mr. Glaser questioned why the City is charging to upload the media information and asked if they charge others for this service, Mr. Zaharieff said no. Discussion occurred regarding: township purchasing IT equipment and who would be in charge of the equipment and production, timing, airing, and possibly using a volunteer from the community to film the meetings. Mr. Zaharieff will go back and work with the City Manager further on this Agreement.

**Regular Beavercreek Trustee's Meeting**

**Monday, September 4, 2012**

**INFORMATION TECHNOLOGY:**
Mr. Glaser asked Mr. Terry to please update the Trustees on the computer situation. Mr. Terry stated that on Monday, September 20, 2012 we lost the P and H Drives. Most of the data was recovered and we "are doing alright so far." Mr. Terry did not know what caused the problem; and the data on the back-up was not available. There are still some corrupt files that cannot be restored.
Discussion occurred regarding video conferencing. Mr. Terry will look into it.

**ROAD:**
Park Signage:
Road Superintendent Tim Parks stated he was asked to put this item on the Agenda due to the temporary sign that has been placed at Rotary Park. General discussion occurred regarding signs for the Township parks and the Park District Levy on the ballot this November. The Trustees will wait and see if the levy passes and if it does not, then move forward with obtaining new signs for the Township parks.

**FIRE:**
ESRI Renewal:
Fire Chief VandenBos spoke to the Trustees stating that this was an annual renewal and was bringing it before the Board for approval.
Mr. Paxson had questions regarding the projects for which this software is used and to show what is does. Mr. Glaser stated that he does not know what this software does. Chief VandenBos stated that it is mapping software that uses aerial photography, street signs, bridges etc. and compiles them into a map book which crews can then look at when they are responding to a call to know more precisely where they are going. General discussion occurred regarding: three licenses; Fire House; and connectivity.
**2012-308** Ms. Graff made a motion to approve the purchase request to ESRI, Inc. for the Annual Software Maintenance Service in the amount of $5330.00; and to authorize the Township Administrator to sign for the Board. Mr. Glaser seconded. Roll Call: Ms. Graff, yes; Mr. Glaser, yes; and Mr. Paxson, no.

Station 64 Certificate of Substantial Completion:
Legal Advisor Robert Surdyk stated that he did review this certificate and believe it is appropriate to sign.

**2012-309** Mr. Paxson made a motion to approve the acceptance of Fire Station 64 as Substantially Complete; and to authorize the Township Administrator to sign the form of Substantial Completion for the Board. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Glaser, yes.

Fiscal Officer Christy Ahrens stated that she is still holding bills for ARC until Mr. Surdyk approves them for payment. Mr. Surdyk stated that he has been talking to Gary Snyder or ARC, and that Mr. Surdyk will email Ms. Ahrens when the bills are ok to pay.

W. S. Electronics Service Agreement:
Chief VandenBos stated that this is the second half bill that is due for this Agreement.
**2012-310** Ms. Graff made a motion to approve the purchase request to W. S. Electronic for the second half of the 2012 Annual 800 MHz Radio Service Agreement for the period of July 1, 2012 to December 31, 2012 in the amount of $8705.24; and to authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

**Regular Beavercreek Trustee's Meeting**

**Monday, September 4, 2012**

General discussion occurred regarding: how much the interoperability component of bill is and what the breakdown of the bill is. Chief VandenBos stated the bill is not for interoperability.
Discussion occurred regarding the Communications Van/Command Vehicle and it's not in service and is being rebuilt by volunteers. Mr. Paxson asked if there was a plan for the command vehicle. Chief VandenBos said it was not written down. Discussion occurred.

The Trustees would like an update on this project at the next Trustee Meeting – to include: where it is; what's been done to it; and the future of the vehicle.

Discussion occurred on radios and add-ons. The Chief could not answer the questions, but stated he has a subject matter person who would be happy to answer any questions.
Mr. Paxson stated that his point is that we are getting stuff put on radios and we don't know what they're for and it's doubling the cost of the radios. Mr. Paxson stated that there is no inventory for this. Discussion occurred. Mr. Glaser asked that each Trustee be sent the Inventory. Mr. Paxson asked Mr. Surdyk if software purchased by the Township should be listed on the Inventory.

Communication Shelter for Fire Administration:
Chief VandenBos stated that he did a project proposal report on this subject was in the Trustees packet which gave all the information on this project as well as a costs analysis. At this point, the Chief would like to know how the Board would like to proceed. Ms. Graff thinks it makes sense to protect what we have. Mr. Glaser asked questions regarding "used" buildings. General discussion occurred. Discussion occurred regarding other jurisdictions having equipment on our towers and can we charge them. Discussion occurred. Chief VandenBos will get answers for the Board. Mr. Glaser expressed concern regarding Inventory.

Part-Time Firefighter Hiring:
Chief VandenBos stated he is filling vacancies and that he is within one position of being fully staffed. Discussion occurred regarding part-time firefighters and hours.
**2012-311** Ms. Graff made a motion to approve **Resolution 2012-311**,
WHEREAS**,** the Board of Trustees of Beavercreek Township, Greene County, State of Ohio, moved to approve the hiring of as a Part-Time Firefighter for the Beavercreek Township Fire Department at a starting rate of $8.00 per hour:
Travis Boone, Patrick Burrows Jr., Carl Fugate, Christopher Fugate, Adam Graham, Daniel Hollatz, Stephen Horne, Timothy McLaughlin, Brent Schockman, Adam Schulze, Robert Symes, and Jacob Zeckser.
Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Discussion continued regarding concerns with questions regarding part-time firefighters. Ms. Graff asked Chief VandenBos to go through what has happened since the new overtime policy started. The Chief did an overview and stated that the department has cut overtime twenty-four to twenty-five percent from prior years. Discussion occurred. Chief VandenBos read the following:
"Executive Summary
The new Overtime Policy, implemented on 30 April 2012, has reduced authorized overtime and has resulted in less operational staffing for suppression and emergency medical service delivery.
History
On 6 August 2012, the President of the Beavercreek Professional Firefighters Local 2857 read a prepared a statement regarding their concern about reductions in daily staffing. The reductions in staffing that they're referring to are the result of the Township's new Overtime Policy. The complete language of the revised policy is:
"Each Township department will limit their annual overtime expenditures to no more

than eight (8) percent of their total annual regular base salary payments for nonexempt employees. Projected overtime costs will be included in each department's annual tax-budget and appropriations. In the event that a department's annual overtime payments reaches the eight (8) percent limit, additional overtime payments will require approval of the Board of Township Trustees. For the purposes of this policy, overtime will include any payment or compensation (including time-off) required for work an employee performs in excess of that required by the Fair Labor Standards Act (FLSA) or contract, work agreement or Township Personnel Manual" Resolution 2012-173.

The Fire Department's Authorized Staffing levels, as determined by Board Resolution, have not changed in several years. Currently, there are 23 firefighters assigned to daily shifts (4 Lieutenants, 8 full-time Firefighters and 11 part-time Firefighters). However, there are usually vacancies in the daily schedule due to either the use of accrued leave or staffing vacancies. Prior to the new Overtime Policy, these vacancies were often covered through the use of overtime. Battalion Chiefs (who are generally responsible for daily staffing) were authorized to call in overtime to fill those vacancies, within prescribed limits. Those limits were budgetary, staying in the self-prescribed 8% of total payroll costs (7.7% in FY2011), and procedural, utilizing a staffing matrix to ensure consistent staffing across shifts and stations.

Analysis

The new Overtime Policy effectively reduced authorized fire department overtime by 24%, from $404,685 in 2011 to $307,932 in 2012. This was the result of reducing the base pool of wages that the overtime percentage from which authorized overtime would be calculated (e.g. removing salaried employees' wages). Based upon this policy change, the fire department has changed its staffing guidelines to reduce the amount of operational, training and program overtime. For example, in 2011 non-operational overtime (training and programs) accounted for 30% of overtime hours. Year-to-date in 2012, it is only 11%. The remaining 89% of overtime is strictly operational-those positions directly involved in service delivery. The Union's concern-as I understand it-is that authorized overtime for daily staffing has been reduced through changes in our staffing matrix. Prior to the new Overtime Policy, part-time overtime was authorized to cover any vacant positions (full-time or part-time) up to 21 on-duty firefighters. That was changed to authorized overtime (full-time or part-time) only to reach the daily minimum staffing of 18 on-duty firefighters. The resulting difference is an elimination of authorized part-time overtime to fill up to 3 positions due to employees using leave (e.g. sick, vacation, personal or injury leave or extra days off). Positions that are vacant (i.e. there is no employee) may still be filled using part-time overtime.

Conclusion

The Fire Department has implemented the Board's new overtime policy. This policy reduced the amount of authorized overtime to backfill positions vacant due to employees using leave. As a result, daily staffing has been reduced by up to 3 firefighters, per shift, being assigned to suppression and emergency medical service delivery.

Attached is a copy of the biweekly Overtime Report that the Fire Department uses to track wages and overtime. Even with the policy changes described above, Year-to-Date (YTD) overtime usage is on track to exceed the Board's policy limit, and may require a request for additional overtime to be authorized.

As of 22 August 2012, YTD overtime is at 9.9% of YTD wages, with almost 93% of overtime used for operations (these numbers include an estimate of part-time overtime hours, due to inconsistencies between Paycor and Firehouse codes). The average YTD overtime hour cost the Township $16.80."

General discussion occurred regarding: the overtime policy and whether to keep it as is; budgeting is the Trustees job and the policy has barely been in effect – need to give it time to work; staffing levels; and cost projections with fire levies retiring.

Mr. Glaser stated, "We have a policy in effect. We are following it. We have a concern from the Union. We hired part-time firefighters today. Let's see where we are down the line."

**Regular Beavercreek Trustee's Meeting**

**Monday, September 4, 2012**

**2012-312** Ms. Graff made a motion to Adjourn at 3:36 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Glaser, yes.

Trustee: _____

Fiscal Officer: _____