Regular Beavercreek Trustee's Meeting

Monday, September 29, 2014

Ms. Graff called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens and Legal Advisor Dawn Frick 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 Ed Amrhein, and HR Manager Trish Gustafson.

2014-351 Mr. Paxson made a motion to approve the Agenda for September 29, 2014, as presented. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-352 Mr. Paxson made a motion to approve the October 1, 2014 Payroll in the amount of $252,512.59. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-353 Mr. Kretz made a motion to approve the Bills in the amount of $188,745.09. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-354 Mr. Paxson made a motion to approve the Minutes of the Regular Trustee Meeting held September 2, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-355 Mr. Paxson made a motion to approve the Minutes of the Regular Trustee Meeting held September 15, 2014. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

PRE-SCHEDULED SPEAKER:

Cherry Tree Project:

Al Cummings and Kent Anderson spoke to the Trustees regarding Operation 1000 Cherry Trees – a project to plant 1000 Japanese Cherry trees across the entire Miami Valley. In speaking to the Trustees they shared their goal of planting 100 trees in Greene County by Spring of 2015. They are trying to locate sites such as parks, commercial and residential areas or other public sites to plant cherry trees. Mr. Anderson stated that they have 9 or 10 trees ready to be planted now, and that if the Trustees would agree to it, they'd like a contribution of $2500 to be put toward purchasing another 10 trees to be planted at a site in Beavercreek Township to be selected by the Trustees. Ms. Graff suggested in front of Phillips Park Barn, in order to enhance our park and our community. Mr. Kretz clarified that $2500 was for 10 additional trees – for a total of 20 to be planted. The answer was yes. Mr. Paxson liked the idea and asked questions regarding tree size and space needed, locally purchasing trees, and the committee created to take care of the trees the first three years. The Trustees asked the Road Superintendent to look into this project more and make a recommendation to the Board.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Schedule Special Meeting for HR Performance Audit:

The Beavercreek Township Board of Trustees will conduct a Special Meeting at the Beavercreek Township Fire Administration Building, 851 Orchard Lane Beavercreek, Ohio 45434 on Monday October 6, 2014 at 10:30 AM.

The Purpose of this Special Meeting is to meet in Open Session to discuss the findings of a Human Resource Performance Audit that has been conducted within Beavercreek Township.

NEW BUSINESS: None.

Regular Beavercreek Trustee's Meeting

Monday, September 29, 2014

ADMINISTRATOR:
2014 Union Contract Ratification:
2014-356 Mr. Paxson made a motion to ratify and adopt **Resolution 2014-356**, the 2014 contract agreement with the Beavercreek Professional Firefighters Union Local 2857. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Audit/Investment Committee:
Township Administrator Alex Zaharieff asked if it was the Board's wishes to add a fourth member to the Audit Committee. General discussion occurred.

2014-357 Mr. Kretz made a motion to amend **Resolution 2008-424**, the Beavercreek Township Audit Committee, to include four (4) members with a staggered term of four years, with the newest member having a term ending April 5, 2018. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-358 Mr. Kretz made a motion to appoint Roger Bush to the Beavercreek Township Audit Committee commencing September 29, 2014; for a term of four years ending on April 5, 2018. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Mr. Zaharieff stated that two Investment Committee options were presented in the Trustee packet. Discussion occurred regarding the current policy, incorporating the committee into the policy or not, and the interaction or lack thereof between the Township Administrator and the fiscal office. Discussion occurred regarding the proposed new section (VIII) of the Investment Policy.
Changes to be made to that section:
Paragraph 1 – third sentence change to "The Township shall provide Ethics training to Committee members that meets the provisions in Section IV of this policy."
Paragraph 2 – second sentence change to "As the Committee deems necessary other parties may be invited to attend as well, excluding Beavercreek Township Trustees."
Paragraph 3 – the first sentence shall remain, the rest of the paragraph will be deleted. The second sentence shall then read, "The report shall meet all the provisions listed in Section XIII."
Paragraph 4 will be deleted as it is redundant in the policy.
Paragraph 5 shall remain as presented.

2014-359 Mr. Kretz made a motion to amend **Resolution 2008-121**, the Investment Policy for Beavercreek Township, Greene County, Ohio to add Section VIII – Investment Advisory Committee; with the changes listed above; and authorize the Township Administrator to incorporate these changes into the Policy. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-360 Mr. Kretz made a motion to appoint the following members to the Beavercreek Township Investment Advisory Committee with the following terms, each commencing September 29, 2014:
Mr. Harry Meredith with an ending term of April 5, 2015
Mr. Robert McIntire with an ending term of April 5, 2016
Mr. Ronald Hunt with an ending term of April 5, 2017; and
Mr. Roger Bush with an ending term of April 5, 2018.
Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

HUMAN RESOURCES:

Bi-Weekly Report:
HR Manager Trish Gustafson stated that she submitted her Bi Weekly Activity Report and highlighted that she is working on finding three regular part-time firefighters for the Trustees to hire.

ZONING:
Solid Waste Management District Plan Update Ratification:
General discussion occurred regarding the two main changes to the plan affecting Beavercreek Township: EPA targets for recycling; and that the Beavercreek station stays the same.

2014-361 Mr. Paxson made a motion to approve **Resolution 2014-361**,
APPROVING THE AMENDED SOLID WASTE MANAGEMENT PLAN OF THE GREENE COUNTY SOLID WASTE DISTRICT
WHEREAS, the Greene County Solid Waste Management District Policy Committee is responsible to prepare and amend the Greene County Solid Waste Management Plan; and WHEREAS, by Resolution #2014-9-17-1 the Greene County Solid Waste Management District Policy Committee adopted the Amended Solid Waste Management Plan on September 17, 2014; and WHEREAS, pursuant to Ohio Revised Code Section 3734.55 (B) the Board of County Commissioners and the legislative authority of each municipal corporation or township under the jurisdiction of the District must approve or disapprove the Amended Solid Waste Management Plan by ordinance or resolution; and
WHEREAS, the Beavercreek Township board of Trustees has reviewed the Amended Solid Waste Management Plan and considered it at a duly called public meeting; and
WHEREAS, the Amended Solid Waste Management Plan furthers the public interest,
NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby approves the Amended Greene County Solid Waste Management Plan adopted by the Policy Committee on September 17, 2014; and
BE IT FURTHER RESOLVED that the Board of Trustees of Beavercreek Township shall deliver or cause to be delivered a copy of this Resolution of Approval to the Greene County Solid Waste Management District Policy Committee at Greene County Environmental Services, 2145 Greene Way Boulevard, Xenia, Ohio 45385.
Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Re-appropriation of Funds:
2014-362 Mr. Kretz made a motion to re-appropriate from Account 1000-930-930-0000 Contingencies, to Account 1000-130-311-6000 – Accounting and Legal Fees - Zoning, in the amount of $5,000.00. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Bi-Weekly Report:
Zoning Administrator/Inspector Ed Amrhein highlighted items his Bi-Weekly Report, submitted to the Trustees, concerning Clayborn Greens and Liberty Hill. Questions were asked, answered and general discussion occurred.

INFORMATION TECHNOLOGY:
Independent IT Contract:
IT Manager Jeff Terry stated that he provided four options in the Trustee packet for the Trustees consideration. Mr. Paxson questioned that the independent position was originally hired to help get caught up but now the position has been continued three times. He would like to not make any decisions until the performance audit has been released. General discussion occurred regarding the performance audit. Ms. Graff stated that the IT department will be discussed at

Wednesday's meeting and that this issue could be addressed then. Discussion occurred regarding the timing of the contract and the audit.
2014-363 Mr. Kretz made a motion to extend Mr. Ericson's current contract with Beavercreek Township for a period not to exceed seven (7) weeks or 140 hours; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Bi-Weekly Report:
IT Manager Jeff Terry stated that his bi-weekly report was in the Trustee packet. There were no questions.

ROAD:
Resolution to Move Funds:
Discussion occurred regarding salt and working with the City of Beavercreek regarding: storage; loader; and person reimbursement.
2014-364 Mr. Paxson made a motion to re-appropriate from Account 2031-930-930-0000 Contingencies, to Account 2031-330-420-4600 – Operating Supplies Road Materials, in the amount of $35,000.00. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request: Salt:
2014-365 Mr. Paxson made a motion to approve the purchase request (00328) to the City of Beavercreek for road salt, in the amount of $35,000.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request: Vandyne Excavating:
2014-366 Mr. Kretz made a motion to approve the purchase request (00329) to Vandyne Excavating for the dredging of the Little Beavercreek, in the amount of $27,000.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Resolution for Surplus Equipment:
2014-367 Mr. Paxson made a motion to approve **Resolution 2014-367**, 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 find a 1994 GMC Sierra Vin# 1GDKC34F2RJ524379 not needed for public use, and declares the property obsolete, or unfit for use for which it was acquired. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request: Bucket Truck:
2014-368 Mr. Kretz made a motion to approve opening a blanket for the purpose of purchasing a bucket truck, in the amount of $30,000.00; and authorize the Township Administrator to sign for the Board if a purchase is made. Mr. Paxson seconded. Discussion occurred. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Rotary Park Easement:
2014-369 Mr. Paxson made a motion to approve **Resolution 2014-369**,

An Easement Deed for New Production Well "PW-4R" on the Auditor's Parcel No. B03000200330019100, KNOW ALL MEN BY THESE PRESENTS:

That the Board of Trustees of Beavercreek Township, Greene County, Ohio, whose mailing address is 1981 Dayton-Xenia Road, Beavercreek, Ohio 45434, in consideration of the sum of One Dollar ($1.00) and other valuable consideration to them paid by the Board of County Commissioners of Greene County, Ohio,

receipt of which is acknowledged, does hereby give, grant bargain, and convey to said Board of County Commissioners of Greene County, Ohio, and their successors in office, forever the easement and perpetual right to enter upon, to construct, maintain, tap into, repair and use the stated utilities, water lines and public water system well, through the following described real estate:

Permanent
Easement No. 2

Located in Section 19, Town 3, Range 7 Between the Miami Rivers Survey, Beavercreek Township, Greene County, State of Ohio, and being a permanent easement through an 18.057 acre tract of land conveyed to Board of Trustees of Beavercreek Township by deed recorded in Volume 565, Page 286 of the Official Records of Greene County, Ohio, said permanent easement being more particularly described as follows:

Starting, for reference, in the north line of said Section 19 and at the northeast corner of a 2.875 acre tract of land conveyed to Beavercreek Trails Inc. by deed recorded in Volume 3334, Page 357 of the Official Records of Greene County, Ohio

thence with the north line of said Beavercreek Trails Inc. land and the north line of said Section 19, N 84°45'35'' W for a distance of 346.37 feet;

thence South 26°12'29'' West for a distance of 10.71 feet to the south line of said Beavercreek Trails Inc. land, the Grantor's north line, and the POINT OF BEGINNING of the herein described water line and public water system well easement;

thence through the Grantor's land for the following seven (7) courses, South 00º00'00" West for a distance of 39.70 feet;

thence South 26º12'29" West for a distance of

35.87 feet; thence North 63º47'31" West for a

distance of 67.15 feet; thence North 16º29'25"

East for a distance of 10.49 feet; thence North

73º30'35" West for a distance of 147.19 feet;

thence North 84º45'35" West for a distance of 135.40 feet to the east line of a 20 feet wide existing water line, and utility easement granted to the Board of County Commissioners of Greene County, Ohio;

thence with the east line of said easement, North 06º55'48" East for a distance of 10.00 feet to the Grantor's north line and the south line of said Beavercreek Trails Inc. land;

thence with the Grantor's north line and the south line of said Beavercreek Trails Inc. land, South 84º45'35" East for a distance of 349.32 feet to the POINT OF BEGINNING, containing 0.212 acres.

Permanent Easement No. 3

Located in Section 19, Town 3, Range 7 Between the Miami Rivers Survey, Beavercreek Township, Greene County, State of Ohio, and being a permanent easement for the sanitary isolation radius of a public water system well within an 18.057 acre tract of land conveyed to Board of Trustees of Beavercreek Township by deed recorded in Volume 565, Page 286 of the Official Records of Greene County, Ohio, said permanent easement being that part of the Grantor's land lying within a circle having a radius of 300 feet, the location of the center of said circle being more particularly described as follows:

Starting, for reference, in the north line of said Section 19 and at the northeast corner of a 2.875 acre tract of land conveyed to Beavercreek Trails Inc. by deed recorded in Volume 3334, Page 357 of the Official Records of Greene County, Ohio;

Thence with the north line of said Beavercreek Trails Inc. land and the north line of said Section 19, N 84°45'35''W for a distance of 346.37 feet;

thence South 26°12'29'' West for a distance of 10.71 feet to the south line of said Beavercreek Trails Inc. land, the Grantor's north line,

thence South 54º28'43" West for a distance of 52.78 feet to a 0.63 inch diameter iron pin with a yellow plastic cap stamped COSLER 6393, set flush with the ground at the center of said circle.

Deed reference: Volume 565, Page 286 of the Official Records of Greene County, Ohio.

Said property now is owned by the Board of Trustees of Beavercreek Township, Greene County, Ohio.

Said water lines and public water system well, shall be constructed substantially in accordance with the general plan thereof on file in the office of the Greene County Sanitary Engineer, 667 Dayton-Xenia Road, Xenia, Ohio 45385, and located approximately as shown on said plan.

Said Grantees are to have the right and privilege of entering upon the above described premises through themselves, employees and contractors to construct, inspect, maintain, tap into and repair the said water lines and public water system well, above set forth, and for doing all things necessary thereto, in connection with the construction, reconstruction, operation and maintenance of said water lines and public water system well.

As further consideration for this easement, Grantees agree to restore the said premises to its original condition, as near as possible, after construction, reconstruction, operation and maintenance of said water lines and public water system well.

The Grantor shall have full right to use the land within the said right of way and easement for any purpose consistent with the rights herein granted to the Grantee, its successors and assigns, provided, however, that no buildings or other structures shall be erected within the limits of said right-of-way and easement by the Grantor or any other party claiming title or possession under said Grantor. This easement includes areas within the sanitary isolation radius of the public water well system. Per OAC 3745-9-04(A)(6), potential sources of contamination shall not be constructed or placed within the limits of said right-of-way and easement by the Grantee, Grantor or any other party claiming title or possession under said Grantor.

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

Purchase Request: Generator Repairs:

2014-370 Mr. Kretz made a motion to approve the purchase request (00331) to Buckeye Power Sales for the preventative repairs to the stand by generator at Station 61, in the amount of $2860.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Request a Special Meeting Regarding Rotary Water Line Project:

General discussion occurred and the Trustees would like this item placed at the end of the Agenda for the next Regular Trustee Meeting.

Bi-Weekly Report:

Road Superintendent Tim Parks highlighted items his Bi-Weekly Report, submitted to the Trustees, concerning an Eagle Scout Project in Rotary Park and stated that at the next meeting he will be bringing forward a 1500 hour employee replacement. Questions were asked, answered and general discussion occurred.

There was a five minute break.
FIRE:
Proclamation: Fire Prevention Week 2014:
2014-371 Mr. Paxson made a motion to approve **Resolution 2014-371**,

WHEREAS, The Beavercreek Township Fire Department and the fire service of this State of Ohio, are dedicated to the safety of life and property of its protected citizens from the devastating effects of fire, and recognize the value of proper planning and preparedness before fire strikes; and WHEREAS, the members of the fire service are joined by the citizens of this community, businesses, schools, service clubs and organizations in their fire prevention efforts; and WHEREAS, Beavercreek's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and WHEREAS, Beavercreek's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and WHEREAS, Beavercreek residents who have planned and practiced a home fire escape plan and who have installed and maintained smoke alarms are more prepared and will therefore be more likely to survive a fire; and WHEREAS, the 2014 Fire Prevention Week theme, "Working Smoke Alarms Save Lives; Test Yours Every Month!" effectively serves to remind us all of the simple actions we can take to stay safer from fire during Fire Prevention Week and year-round. THEREFORE, we the Trustees of Beavercreek Township, Greene County, State of Ohio, do hereby proclaim the week of October 5th – 11th, 2014, as Fire Prevention Week. This week commemorates the Great Chicago Fire of 1871, in which 250 persons were killed, 100,000 were left homeless, and more than 17,400 buildings were destroyed. We as the Trustees of Beavercreek Township call upon the people of the community to participate in activities at home, work, and school, and consider the Fire Prevention Week theme for 2014, "Working Smoke Alarms Save Lives; Test Yours Every Month!" Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Final Policy: Township Community Room Usage:
2014-372 Mr. Kretz made a motion to adopt the presented Community Room Usage Policy, with a revised date of September 29, 2014. Mr. Paxson seconded. General discussion occurred regarding: who can use the room and how it may be used. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Purchase Request: Priority Dispatch Annual Service Agreement:
General discussion occurred regarding: savings on fuel; equipment, liability; and the life cycle of equipment.
2014-373 Mr. Paxson made a motion to approve the purchase request (06451) to Priority Dispatch for the purchase of the annual service agreement, in the amount of $3615.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request: Priority Dispatch Training:
2014-374 Mr. Kretz made a motion to approve the purchase request (06455) to the City of Beavercreek for ProQA refresher training, in the amount of $1650.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.
2014-375 Mr. Kretz made a motion to approve the purchase request (06454) to the Priority Dispatch for ProQA refresher training, in the amount of $1500.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Bi-Weekly Report:
Fire Chief David VandenBos highlighted items his Bi-Weekly Report, submitted to the Trustees, concerning Fire Investigation Requirements and Bed Bug Training. Questions were asked, answered and general discussion occurred.

Regular Beavercreek Trustee's Meeting

Monday, September 29, 2014

TRUSTEE: None.
FISCAL OFFICER: None.
LEGAL INVOICES:

Per the 2014 motion by the Trustees; all legal bills are reviewed by the Township Administrator and the Trustees only.
Discussion occurred regarding a Surdyk bill that was ready to pay. No bill was produced at the meeting for approval.

EMPLOYEE RECOGNITION PROGRAM:
Mr. Amrhein stated to the Board that he waited to put this topic on the Agenda until Dr. Gruys had an opportunity to review the proposal. He then went over the proposal, pointing out the Trustees suggested changes and comments that were incorporated into the document. Discussion occurred regarding: leadership or management training and not using taxpayer dollars as incentives. Ms. Graff and Ms. Ahrens agreed with each other on monetary issues and concerns. Discussion occurred on ways to recognize employees: an In Touch article; an on-going annual award plaque; and certificates. The Trustees agree with the program, as outlined, up until the Awards section, but not after. They agree that there should be recognition awards given but not monetary awards.
The Trustees would like the following sentence to be the only sentence under Awards: "Recognition may take place in the form of a letter in an employee's personnel file or a resolution signed by the Board."
With that change…
2014-376 Mr. Paxson made a motion to approve the Employee Recognition Program, as amended and authorize the Township Administrator to establish the Recognition Program Committee. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes

EXECUTIVE SESSION:
2014-377 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(2) To consider the purchase of property for public purposes at 4:43 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-378 Mr. Paxson made a motion to come out of Executive Session at 5:06 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-379 Mr. Paxson made a motion to Adjourn at 5:07 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____