



**Trustees - Carol Graff
Tom Kretz
Jeff Roberts**

Fiscal Officer - Christy L. Ahrens

Administrator - J. Alexander Zaharieff

March 7, 2016

Mr. David Falkner
AOS Audit Manager
West Region
130 West Second St.
Suite 2040
Dayton, Ohio 45402

RE: 2014-2015 Audit of Beavercreek Township

Dear Mr. Falkner:

The Beavercreek Township Board of Trustees appreciate the opportunity to sit down with you for a pre-audit conference. You have provided the Township with an Engagement Planning Meeting Agenda which includes questions about "Significant or sensitive issues." The Board believes that a few of these questions need to be addressed to provide the auditor with some additional information about some significant issues that have transpired in the 2014-2015 audit period.

The first significant issue involves a request that the audit team review the Fiscal Office. The first significant issue that arose as a result of what is believed to be at best negligence and inattention and at worst, nonfeasance by the Fiscal Officer, an ongoing issue with the payment of overtime for firefighters under the Fair Labor Standards Act ("FLSA"). On May 11, 2015, the Board of Trustees approved a special payroll in an amount not to exceed \$100,000.00 to cover three years of improperly calculated overtime to be paid to firefighters. There is a significant history to this ongoing problem which the Board believes should be brought to the auditors' attention in that it is the Board's belief that the FLSA violations were a result of a deficiency, or a combination of deficiencies, in internal control in the Fiscal Office.

In 2006, the Township became aware of issues involving violations of the FLSA with firefighter overtime calculations. An anonymous complaint was made to the Department of Labor ("DOL") regarding the Township's payment and calculation of overtime. The DOL conducted an investigation and identified overtime payment errors. The Fire Department corrected certain procedures within the department, including "averaging of hours," however, the Department was unable to get the assistance of the Fiscal Office to correct the calculation of firefighter overtime.

At that time, the Fiscal Office contracted with Paychex for payroll processing and their payroll program was unable to perform the necessary calculations for firefighter overtime compliance with 209 U.S.C.A. §207(k) (sometimes referred to as the "§7(k) exemption"). In 2006, the

Fiscal Office began to look at changing payroll companies, Fire Department and IT personnel were invited to some vendor presentations. During this time, the concern was expressed by the then Fire Chief regarding the need for correct firefighter overtime calculations. This issue was raised several times in meetings with potential vendors and separately in emails to the Fiscal Office. Notwithstanding the concerns raised by the Fire Department, the Fiscal Officer chose Paycor for the new payroll processing vendor, knowing that they did not have the ability to properly calculate firefighter overtime. The Fire Department has had no access to the Paycor system during setup, to enter, review, modify or correct employee information, other than to run summary reports.

However, in 2014, the Board of Trustees engaged The Novak Consulting Group to conduct a performance audit of its roads, fire and general governmental operations. On October 1, 2014, The Novak Firm presented its initial findings and report to the Board of Trustees, Fiscal Officer, Township Administrator and Department Heads. During that presentation, the Board of Trustees was advised that the overtime FLSA calculations for firefighters were not being properly calculated and had not been for quite some time. The Assistant to the Fiscal Officer acknowledged that he did not know how to properly calculate overtime for firefighters under the FLSA, so it was simply not done. The Fiscal Officer indicated that she had no idea that FLSA calculations were not being performed properly but that she too, did not know how to do it.

Thereafter, the Fiscal Office took no steps to correct the problem. The Township Administrator and Fire Department began surveying payroll companies to find a vendor that could complete the required calculations under the §7k exemption. The Deputy Chief tasked with the search for such a company invited the Fiscal Office to participate but was informed, in writing, that they would not be participating. Months later, the Assistant to the Fiscal Officer did attend a couple of presentations. Eventually a provider was found—OSL Solutions, Ltd. (“OSL”) and on March 19, 2015—5 months after the meeting with The Novak Group, the Board of Trustees contracted with OSL. During the set up period, Fire Department personnel spent over 500 hours researching and assisting OSL in the set-up to ensure proper calculations without significant assistance with the Fiscal Office.

In the Fall of 2015, the Board of Trustees retained a second consultant, Haug Consulting, to review in detail the process now used by Beavercreek Township to calculate straight time payment, overtime payment and bonus payment for all employees in the non-exempt category for the Beavercreek Township Fire Department. A copy of the Report from Haug Consulting is attached hereto for your reference. Notwithstanding the recommendations from The Novak Group and Haug Consulting, to date, the Fiscal Office and Finance Director have indicated they do not know how to properly calculate overtime for firefighters consistent with the FLSA.

In addition to the foregoing, in 2015, it was discovered that employees, who were also military members, were not being properly paid consistent with Ohio Revised Code § 5923.05. A Deputy Chief of the Fire Department, with the assistance of legal counsel, spent significant time researching and correcting the process for paying employees on military leave with no substantive help from the Fiscal Office.

Also, as a result of the 2012-2013 audit, through the management letter, the Fiscal Office was made aware of a potential issue with the payment and accounting for certain fringe benefits provided to Township employees, including uniforms and the use of Township owned vehicles.

Despite the fact that your office brought it to the attention of the Fiscal Office during the last audit, which was released on October 21, 2014, little to no steps were taken by the Fiscal Office to correct the problem until the Board of Trustees directed their legal counsel to review the issue on October 19, 2015. It was not until, on November 9, 2015, just a few months prior to the beginning of this audit, the Fiscal Office acknowledged it would contact and work with Paycor to set up the deduction.

The Board believes that it is imperative that these issues be raised to the auditor because part of the audit is to review internal controls. The Board has incurred significant additional expenses in terms of legal fees and expenses, consulting fees, internal costs to correct issues that have been brought to the attention of the Fiscal Office but not sufficiently addressed until the Trustees became involved.

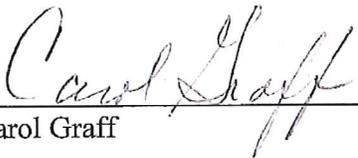
In addition to the question of whether there is any particular department or area that you would like the audit team to review, the agenda topics also include a question as to whether there have been any significant changes in the organizational structure or key personnel. As a result of concerns, prior to learning the extent of the above issues, and consistent with recommendations of The Novak Consulting Group, the Board of Trustees created the position of Finance Director for the Township. Previously, the Assistant to the Fiscal Officer had very little oversight and supervision from the part time Fiscal Officer, the Board of Trustees believed that it was in the best interest of the Township for a Finance Director to report directly to the now full-time Township Administrator but provide all of the necessary information and assistance to the Fiscal Officer in order for the Fiscal Officer to perform her statutory duties.

The Fiscal Officer can still perform all of the necessary statutory duties, including but not limited to, recording the proceedings of the board of township trustees, R.C. 507.04(A); notifying the board of elections of vacancies in township elective offices and of township boundary changes, R.C. 507.051; administering oaths and certifying affidavits that pertain to the business of the township, R.C. 507.06; various duties related to the financial affairs of the township, R.C. 133.19(A) (certifies to the board of township trustees the estimate of the maximum maturity of bonds for permanent improvements and that all permanent improvements have an estimated life or period of usefulness of at least five years); R.C. 133.27(A)(4) (signs R.C. Chapter 133 securities issued on behalf of the board of township trustees); maintaining an accurate record of the township's accounts and transactions, R.C. 507.04(A), countersigning all orders for payment of township monies, R.C. 507.11(B), and serving as the township's fiscal officer for purposes of R.C. Chapter 5705 (tax levy law), R.C. 5705.01(D).

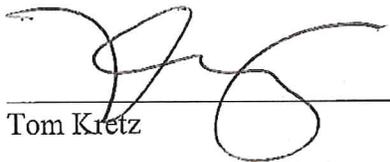
The Board of Trustees has various documents, including reports, minutes and videos of meetings confirming the above information. We are happy to answer any additional questions or provide any additional information you may need in conducting your audit over the next few months.

Very truly yours,

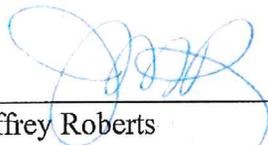
BEAVERCREEK TOWNSHIP
BOARD OF TRUSTEES



Carol Graff



Tom Kretz



Jeffrey Roberts

Enclosures

cc: Dave Yost (w/enclosures)



March 4, 2016

Mr. David Falkner, AOS Audit Manager
West Region
130 West Second St., Suite 2040
Dayton, Ohio 45402

RE: 2014-2015 Audit of Beavercreek Township

Dear Mr. Falkner:

In May 2014, Beavercreek Township engaged The Novak Consulting Group to conduct a performance audit of its roads, fire and general governmental operations. The purpose of the review was to evaluate the current operations, analyze the use of best practices and make recommendations for improving operational efficiencies within the Township. The review included meetings with the elected officials and interviews with staff from each of the Township departments.

As part of our review of the Fire Department operations it was discovered that overtime was not being properly calculated for firefighters and that Fair Labor Standards Act ("FLSA") violations were occurring. During interviews with the Fire Department personnel, our Fire/EMS Specialist, and former Fire Chief, Neil Cameron, asked a number of very specific questions regarding payroll and firefighter overtime calculations and quickly identified that the Township was not performing it correctly.

On October 1, 2014, The Novak Consulting Group presented our draft report to the Board of Trustees, Fiscal Officer, Township Administrator and Department Heads. During the meeting the Board of Trustees moved to go into executive session to discuss compensation of public employees. During that executive session, it was brought to the attention of the Board of Trustees, the Fiscal Officer, and the Assistant to the Fiscal Officer that the compensation, and particularly the overtime FLSA calculations for firefighters were not being properly calculated.

The Assistant to the Fiscal Officer acknowledged that he was aware that a problem had previously been investigated by the Department of Labor Wage and Hour Investigator in 2006. The Assistant to the Fiscal Officer offered that the township he had worked for previously also had a problem and that he did not believe anyone did it correctly, but that he did it the way he had always done it. The Fiscal Officer stated that she was unaware that the FLSA calculations were not being performed properly.

We recognized this as a significant problem for the Township both legally with respect to the FLSA overtime liability and the incorrect FLSA rule interpretations by the Fiscal Office and brought these to the attention of the Township and the Fiscal Office on that date.

Regards,

A handwritten signature in black ink, appearing to read "J.D. Novak". The signature is written in a cursive, fluid style.

Julia D. Novak
President

Haug Consulting

5903 Terrace Park Drive, Dayton, OH 45429 (937) 477-1954 haugil@aol.com

To: Alex Zaharieff, Township Administrator
From: Jim Haug
Date: October 23, 2015
Re: FLSA Interpretation of Overtime Payment

I met or spoke over the phone with the following people from Beavercreek Township (the "Township") on October 15, 16 and 22, 2015, to review in some detail the process used to calculate straight time payment, overtime payment and bonus payment for all employees in the non-exempt category currently working for the Township Fire Department (the "Department"):

Fiscal Office:

Christie Ahrens, Fiscal Officer
James V. Barone, Finance Director
Debra A. White, Payables/Payroll Tech

Fire Department:

David VandenBos, Fire Chief
John Mercs, Deputy Chief

Administration:

J. Alexander Zaharieff, Administrator
Trish Gustafson, Human Resources Manager

OSL:

Jeff Shubert, OSL Lead on Account (non-Township employee)

The meetings were comprehensive and provided detailed information regarding the sequence of events that occurred resulting in back pay for several members of the Department for whom it was determined overtime was not properly calculated. My review of documents provided by Fire Department personnel indicate that all FLSA requirements have now been properly satisfied by the payments that were made to the affected individuals.

FINDINGS

1. Problems with the process of calculating pay for firefighters date back to 2006 when pay was based on average hour calculations. This system was found to be inappropriate by a Department of Labor Wage and Hour Investigator during the course of a formal audit. However, since the FLSA calculations also erred in favor of employees in certain months, the Investigator agreed to forego any penalties or backpay requirements if the Township agreed to change the practice going forward. The required modifications were made and implemented by the Township shortly after the conclusion of the investigation. Paychex was the payroll system utilized to calculate pay for employees at that time.
2. In 2007 Fiscal Officer Ahrens sought a replacement for Paychex. According to Fire Chief VandenBos, he and several other members of the Department specifically requested that a vendor with significant 207(k) experience be chosen to process payroll. Ultimately, Fiscal Officer Ahrens selected Paycor as vendor of choice to process payroll, but it did not have a system that was able to properly track all of the variables involved in 207(k) calculations.
3. In 2014 Novak Consulting determined that overtime was not being properly calculated and that FLSA violations were occurring. Based on my review, I agree with that assessment. Even after that report was received by the Township, the FLSA problems continued for some period of time and increased the amount of backpay due to affected individuals. The key issues involved the calculating the regular rate per each 28-day work period, conducting an accurate lookback over that cycle for hours worked for FLSA purposes and properly addressing the impact of special pay circumstances like comp time, trades of time, education leave and officer-in-charge credit. Eventually, these issues were evaluated and a three-year payback for firefighters was approved by the Trustees in order to be certain that all prior firefighter payment was accurate and correct through the present.
4. As a result of the Novak findings, OSL (a Canadian firm specializing in Public Service time and attendance reporting) was hired to collect all data and process all time and attendance through the local facility. The Finance department is then responsible for the download to Paycor for payroll processing.
5. To date all payroll is being tightly monitored through the operations side as it is processed through OSL and on to Paycor for payroll processing.
6. Comp time, shift trading, contractual overtime and annual bonuses are all areas where strict compliance with the FLSA is difficult to determine because the regulations and caselaw in this area is, at best, unclear. Those issues are receiving special attention as the Township moves forward. Steps have been taken to monitor these areas closely and effort taken to ensure that proper payment is made.

Following my review of Township process regarding non-exempt firefighter payroll it would be my opinion that the Township is in compliance with the FLSA. There is much attention to detail on payroll processing by the Deputy Chief and OSL ensuring the accuracy for proper rates and overtime payment prior to submission to Paycor. The errors that were occurring have been corrected.

RECOMMENDATIONS

Under Ohio law, I believe that calculation of payroll and compliance with the FLSA are functions that should reside with the Fiscal Officer and the employees who are working in the Finance Department.

1. James Barone, Finance Director, should be brought into the loop on the formula and then have the responsibility for the formula as developed by Jeff Shubert at OSL. He is the one who should sign off on payroll prior to submission to OSL. If Mr. Barone needs additional training on how firefighter pay should be calculated, the Township and or the Fire Department should be willing to assist, but ultimately the responsibility for mastering this information should rest with him.
2. Debra White, Accounts Payable/Payroll Technician, is the person who should be responsible for hours of work, systems input and reconciliation with the weekly hard copy submissions submitted by the non-exempt group. Also, she should become intimately familiar with the formula developed by OSL and verify that it has been correctly applied to the payroll for non-exempt employees.
3. John Mercks, Deputy Chief, should have less direct responsibility for payroll but is currently the only on-site leader who has technical knowledge of how the formula developed by OSL works. I would suggest he schedule time with Ms. White (payroll) to "pass the baton" in order for White to have knowledge and confidence that what she uploads to Paycor is accurate.
4. Department Officials, the Finance Department and the Fiscal Officer should meet ASAP and work through the details of how the process will be handled moving forward. Training and education for the Fiscal Officer and Finance Department may be necessary.
5. Jeff Shubert, OSL Principal, should visit the facility when in the area to meet with Ms. White and ensure his formula is properly applied and accurate.
6. Mr. Barone should be responsible for auditing the process quarterly by way of spot review in order to ensure that the process with OSL and Paycor is accurate. An audit should also be conducted whenever OSL or Paycor conducts a major software update, because it has become clear that such updates can impact the accuracy of the Township's FLSA calculations.
7. The Township should consider whether maintaining a dual payroll process is drawing attention away from moving forward effectively and efficiently with the current payroll process and system.

If the Township wants to address issues that are unclear under the FLSA in a definitive manner, I would recommend that it seek an official opinion letter from the Department of Labor, Wage and Hour Division in Washington D.C. I would be happy to assist Township counsel in that process and I will provide all of the information gathered in the process to such counsel.

Excellence in Human Asset Management

Special Beavercreek Trustee's Meeting

Wednesday, October 1,

2014

Ms. Graff called the Special Trustee Meeting to order at 8:32 A.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz. Fiscal Officer, Christy Ahrens was also present. Staff present throughout the day include: Township Administrator Alex Zaharieff, HR Manager Trish Gustafson, Zoning Clerk Laurie Brown, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein, Road Superintendent Tim Parks, Assistant to the Fiscal Officer James Barone, Fire Chief(s) David VandenBos, Scott Dorsten, and John Mercs. Ryan Williams and Nathan Heister were also in attendance. Consultants from The Novak Consulting Group include: Patty Gentrup, Jonathan Ingram, Neil Cameron, and Haley Kadish.

The Purpose of this Special Meeting is to meet in Open Session to discuss the findings of Performance Audits that have been conducted within Beavercreek Township, and also to meet in Executive Session pursuant to ORC 121.22(G)(1) to consider the appointment, employment, dismissal, and compensation of a public employee.

Ms. Gentrup stated that the Novak Group was here today to go through the goals, observations, and recommendations given to the Trustees from the Novak Group in order to have an open discussion about the township, how it operates, and how its employees are utilized. Many of the recommendations are made on how the Board creates policy, how the Township Administrator (TA) implements what the policy is, and how the TA works with other employees. The Novak Group distributed a draft summary presentation - Beavercreek Township Performance Audit. The summary was the basis for all discussion for the meeting. Each Department Head was present for the discussions concerning their Department.

The morning session of the meeting centered on Township Policy and Organizational Issues. Policy issues suggested were: developing a strategic plan, establishing more financial policies, and creating a compensation philosophy.

Discussion occurred regarding the Administration of the Township. Suggested changes included: making the Township Administrator a full time position and making the position responsible for all administrative functions. Discussion occurred regarding having the Accounts Payable/Payroll employee report to HR and having the part-time receptionist report to the TA – with each position moving to another location outside the Fiscal Office. Discussion occurred regarding budget development and projections. The goal of this is to put the TA in charge of the day to day operations – not the elected officials.

Discussion occurred regarding Human Resources: processing new hires and suggested development of a comprehensive employee relations program.

Discussion occurred regarding Records Management: the need to establish what the rules are and not working around the rules as well as establishing a formal records management policy. Consolidation of all personnel files was suggested.

Discussion occurred regarding Information Technology: suggested one full-time and one part-time position, developing a technology strategic plan, creating a comprehensive list of IT inventory assets, creating service agreements for IT across the departments of the township, the actual number of employees working on IT (1.5 in IT, 1 in Fire), and the possibility of providing IT support to the City of Beavercreek.

Discussion occurred regarding Zoning: revisiting our fee structure, invoicing new developments appropriately, the potential for growth and complaint driven enforcement. Other issues discussed: the Clerk III position becoming more

Special Beavercreek Trustee's Meeting

Wednesday, October 1,

2014

Zoning focused, and the Zoning Administrator/Inspector working on revising resolutions for the Overlay District and the Flood Plain. The Novak Group will go back and talk to the Zoning department about the fee structure. The Trustees realize that the Township is working at minimum employee levels and that they ask for above and beyond from their employees.

Discussion occurred regarding the Road Department: staffing, snow removal structure, outsourcing, levels of service standards, suggestions on how to utilize surplus and fill gaps, implementing fleet cost allocation, and utilizing the City's fueling station. Further discussion occurred regarding cost allocation and the intent of the township to begin this process starting January 2015. Discussion also occurred regarding the service levels impacted due to this a budget allocation. It was suggested that Fleet Max and Firehouse could be used for the whole township to help with integration of the cost allocation plan. Discussion occurred regarding: amending the snow/ice plowing standard and fleet maintenance contracting options.

2014-380 Mr. Kretz made a motion to recess for lunch at 12:30 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-381 Mr. Kretz made a motion to reconvene at 1:30 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Discussion occurred regarding the Fiscal Office; most of the charts from this section had been discussed earlier such as reporting and moving of the Accounts Payable/Payroll and reception employees, budget and forecasting of the TA, and records management. Additional discussion occurred regarding: the township organization chart (the one the township currently has to the one that the Novak Group is proposing), time and attendance software, internal controls, and all suggestions starting with the TA position becoming full-time.

2014-382 Mr. Kretz made a motion to go into Executive Session pursuant to ORC 121.22(G)(1) to consider the compensation of a public employee at 2:42 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-383 Mr. Kretz made a motion to come out of Executive Session at 3:35 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

Discussion occurred regarding the Fire Department: staffing of part-time firefighters – financially cost effective but concern at a safety perspective and incentives for part-time firefighters to stay, respirator exam, and coordinating the Fire Department's operating policies and the Township Handbook policies. Discussion occurred regarding: facilities – NFPA response time standards, data screening, verifying the quality of data and the need to have someone, besides the Chief, who knows how to use Firehouse. Discussion occurred regarding identifying errors in the time stamping process and difficulties with outside vendors processing information in order to reflect a more accurate response time. Discussion occurred on establishing a mission/vision for the township. What is the taxpayer getting for its money? Measureable outcomes need to be addressed. How did you make a difference, what do we want to achieve, how do we achieve it? Discussion occurred regarding: false alarms – developing a program, registration and fees. The goal is to encourage people to keep their systems in working order. Brief discussion occurred regarding the high number of invalid assists in EMS. Discussion occurred regarding: mutual aid and vehicle fleet condition and evaluation. Discussion occurred regarding: linking fire projects to the township strategic plan, work on Share Point to link this concept and follow the

Special Beavercreek Trustee's Meeting

Wednesday, October 1,

2014

projects, implementing a hard billing policy, developing a comprehensive training program, and creating an inspection schedule.

Discussion continued on Fire regarding: costs and carry over for the department, as well as the additional costs associated with cost allocation in all departments.

General discussion occurred regarding: grammatical errors in the draft report, and the potential use of Go To Meeting and Skype within the township.

Ms. Graff stated she would like to see a comparison of compensation for Department Heads. Ms. Gentrup was reluctant, only because it can be difficult to find jobs that are the same for comparison.

2014-384 Mr. Paxson made a motion to Adjourn at 4:49 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____

Special Beavercreek Trustee's Meeting

Monday, November 3,

2014

Ms. Graff called the Special 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 Advisors Dawn Frick (Surdyk) and Doug Anspach (Taft) were also present. Staff present: Township Administrator Alex Zaharieff, Assistant to the Fiscal Officer James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, Deputy Chief John Mercs, IT Manager Jeff Terry, Zoning Administrator/Inspector Ed Amrhein and HR Manager Trish Gustafson. Dr. Melissa Gruys from Gruys Consulting, LLC was also present. Consultants from The Novak Consulting Group include: Julia Novak and Patty Gentrup.

The Purpose of this Special Meeting is to meet in Open Session to review and discuss the final report from The Novak Consulting Group on a completed Township Wide Performance Audit that has been conducted within Beavercreek Township, and also to meet in Executive Session pursuant to ORC 121.22(G)(1) to consider the hiring and compensation of a public employee or official.

2014-416 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider the compensation of a public employee at 1:01P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-417 Mr. Kretz made a motion to come out of Executive Session at 2:20 P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes

Ms. Novak and Ms. Gentrup gave an overview of the final report of the Performance Audit performed by The Novak Group. General observations, as well as changes and/or additions were pointed out. Areas of discussion included: Township Policy and Organization Issues, the Road Department, the Fire Department, Revision and Additional suggestions, Summary of Fund impact, what the Implementation of items will achieve, and the next step. Additional information provided to the Trustees included: Township Administrator Recommendations, Salary Survey Information, and a Draft Implementation Plan.

The Trustees reviewed the Draft Implementation Plan discussing each item and its priority for implementation. General discussion occurred throughout.

Mr. Kretz thanked The Novak Group and discussed the Draft Implementation Plan stating how it's a working document – something that the Trustees may use according to a suggestion to dig deeper or not use at all.

Township Administrator Alex Zaharieff stated that budget implications as a result of the performance audit are the most pressing for staff at the moment, as Departments are creating budgets to present to the Trustees for 2015, operational impacts can be phased in over time.

Brief discussion occurred regarding the Implementation Plan – the priorities and time line. The general goals presented by the Trustees were met by The Novak Group.

The Trustees thanked all Department Heads for their hard work and input in working with The Novak Group.

Special Beavercreek Trustee's Meeting

Monday, November 3,

2014

2014-418 Mr. Kretz made a motion to go into Executive Session per ORC 121.22 (G)(1) To consider the hiring and compensation of a public employee at 4:14P.M. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-419 Mr. Paxson made a motion to come out of Executive Session at 4:59. P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes

The Trustees directed the Township Administrator to post both of the Beavercreek Township Performance Audits on SharePoint and the Township website.

2014-420 Mr. Kretz made a motion based on The Novak Group report to move from a Part-Time Administrator to a Full-Time Administrator and authorize the HR Manager to work with Labor Counsel (Taft) to develop a revised position description and to draft a contract to reflect that full-time position for a Full-Time Administrator by the first pay period in January. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

2014-421 Mr. Paxson made a motion, in conjunction with the upcoming budget process and the suggestions identified in The Novak Group report, including evaluating the effect of replacing Part-Time Firefighters with Full-Time Firefighters to address the turnover rate with the Part-Time Firefighter program, the significant cost to the Township, and crew continuity and safety; the Board directs the Fire Chief to begin the process to migrate to a Full-Time Firefighter Force by the first pay period in January. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2014-422 Mr. Kretz made a motion based on The Novak Group report that beginning with 2015 budget, the Township implement a proportional allocation of direct fleet maintenance expenses to the Township's various operating levies and funds. Mr. Paxson seconded. Roll Call: Mr. Kretz, yes; Mr. Paxson, yes; and Ms. Graff, yes.

The Trustees discussed the desire to create a Strategic Plan to reflect where we are now and how we hope to operate in the future by developing better working relationships and better accountability of taxpayer dollars. The Plan then would help future elected officials and taxpayers see the roadmap the township is trying to follow.

2014-423 Mr. Paxson made a motion to Adjourn at 5:06 P.M. Mr. Kretz seconded. Roll Call: Mr. Paxson, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____

Regular Beaver Creek Trustee's Meeting

Tuesday, May 26,

2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Tom Kretz, Dan Paxson and Carol Graff; and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Inspector/Administrator Ed Amrhein and HR Manager Trish Gustafson.

2015-192 Ms. Graff made a motion to approve the Agenda for May 26, 2015, with the following additions: add EMS Soccer Coverage under Old Business; add Discussion about Advisory Signage on Trebein Road and Personal Use of Township Vehicles under New Business; add Joint Meeting with City under Administrator; and add two Executive Sessions per ORC 121.22(G)(5) 121.22(G)(5) To consider matters required to be kept confidential by Federal Law: and 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-193 Mr. Paxson made a motion to approve the May 28, 2015 Payroll in the amount of \$276,737.16. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-194 Ms. Graff made a motion to approve the Bills in the amount of \$148,406.16. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-195 Mr. Paxson made a motion to approve the Special Trustee Meeting Minutes from May 11, 2015. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-196 Ms. Graff made a motion to approve the Regular Trustee Meeting Minutes from May 11, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-197 Mr. Paxson made a motion to approve the Special Trustee Meeting Minutes from May 19, 2015. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

EMS Soccer Coverage:

2015-198 Ms. Graff made a motion to approve EMS coverage as proposed by Chief VandenBos to provide an on-duty crew, pre-positioned, that could be called elsewhere if needed, for all three soccer tournaments. Mr. Paxson seconded. General discussion occurred. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

NEW BUSINESS:

Discussion on Advisory Signage on Trebein Road:

General discussion occurred regarding the speed limit on Trebein Road and the need for advisory signs. The Trustees agree and ask that the Township Administrator write a request to the Greene County Engineer to ask that advisory signs for Trebein Road be provided and identify all roads for housing developments.

Use of Township Vehicles:

Discussion occurred regarding the use of township vehicles and other fringe benefits. The Fiscal Officer has been and is actively working on this topic.

Regular Beavercreek Trustee's Meeting

Tuesday, May 26,

2015

ADMINISTRATOR:

US 35 Letter:

2015-199 Ms. Graff made a motion to approve the letter to the Ohio Transportation Review Advisory Council regarding the Improvements to U.S. 35 in Beavercreek Township. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes

Rumpke Recycling Agreement:

2015-200 Ms. Graff made a motion to approve the contract with Rumpke, as well as the addendum, for recycling in the amount of \$53.00 per month; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Employee Time Keeping Policy:

2015-201 Ms. Graff made a motion to approve the Employee Timekeeping Policy; Section 3, Number 002, as presented and to be added to the Employee Handbook. Mr. Paxson seconded. General discussion occurred. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Overtime Compensation Policy:

2015-202 Ms. Graff made a motion to approve the Overtime/Compensatory Time Policy; Section 1, Number 001, as amended to state that 2.3 should read twenty-four (24) hours not forty (40) hours; and state only the following under Purpose: "Beavercreek Township recognizes that employees may have personal preferences or obligations outside of the workplace which may affect their ability to work within the Township's business hours." This policy will be added to the Employee Handbook. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Work Schedule Policy:

Discussion occurred regarding the proposed policy.

2015-203 Ms. Graff made a motion to approve the Work Schedule Policy, eliminating all use of telework and the definition of telework from the and add it to the Employee Handbook. Mr. Paxson seconded. General discussion occurred regarding "personal situations" in the policy. The Board added to the motion, "remove personal situations from 2.1.3 Customized Schedule from the policy." Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

There was a fifteen minute recess for the TA to eliminate telework and clean up the policy.

Greene County Sheriff's Office Report: No questions.

City/Township Joint Meeting:

The Trustees will conduct a Special Trustee Meeting on Tuesday, June 30, 2015 at 6:00 P.M. at Station 61, in the basement Community Room, for the purpose of discussing current and future shared services.

FINANCE:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. General discussion occurred regarding: the tax budget which will be on the Trustee Agenda for approval on July 6, 2015.

HUMAN RESOURCES:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the HR Department. General discussion occurred regarding: health insurance; and three remaining part-time firefighters.

ZONING:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. No discussion occurred.

Regular Beavercreek Trustee's Meeting

Tuesday, May 26,

2015

INFORMATION TECHNOLOGY:

Barracuda Message Archiver Purchase (Hardware Refresh):

2015-204 Ms. Graff made a motion to approve the purchase request (07496) to Barracuda Networks, Inc. for the hardware refresh of a Barracuda Message Archiver 350, in the amount of \$3,749.00.; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. No discussion occurred.

ROAD:

Mr. Zaharieff presented items for the Road Department.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. General discussion occurred regarding: remodeling and moving the Trustee meeting room and seasonal employees.

FIRE:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding Open Houses and WPAFB Tattoo program.

TRUSTEE: None.

FISCAL OFFICER: None.

EXECUTIVE SESSION:

2015-205 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(5) To consider matters required to be kept confidential by Federal Law at 3:56 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-206 Ms. Graff made a motion to come out of Executive Session at 4:13 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-207 Ms. Graff made a motion to approve and extend to Lt. Robert Young the use of accumulated sick leave through July 20, 2015. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-208 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action at 4:14 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-209 Ms. Graff made a motion to come out of Executive Session at 4:41 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-210 Ms. Graff made a motion to Adjourn at 4:41 P.M. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____

Special Beavercreek Trustee's Meeting

Tuesday, October 19,

2015

Mr. Kretz called the Special Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Carol Graff, Dan Paxson, and Tom Kretz and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, and HR Manager Trish Gustafson.

The Purpose of this Special Meeting is to meet in Open Session to review updates to the personnel policy manual.

TA Alex Zaharieff presented policies that have not been updated this year. Some have no content changes and are only format changes. There are some formatting issues in the document now; however, those will be corrected before the final document is prepared. The final document will have all the township personnel policies, in the new format, with all approved changes.

After discussion on the first four policies, the Trustees decided to make motions to approve each policy, for the record.

2015-385 Ms. Graff made a motion to approve the first four policies: Acceptance of Gifts and Gratuities, Character and Workplace Behavior, COBRA, and Conflicts of Interest, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-386 Mr. Paxson made a motion to approve the policy - Discipline, with the following modifications: under Definitions – Discipline shall read: an action taken against an Employee by the Supervisor or management as the result of an Employee's lack of adherence to rules and procedures of the organization for failure to meet performance expectations. Under 3.3 the sentence shall read: Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a coaching session; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to demotion and/or termination of employment. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-387 Ms. Graff made a motion to approve the policy: Driving, with the following modifications: add to the end of the sentence of 2.1... "no longer exhibits one of the criteria set forth in the following sections". Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-388 Mr. Paxson made a motion to approve the policy – Drug and Alcohol Free Workplace, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-389 Ms. Graff made a motion to approve the policy: Continuing Education and Reimbursement (changed from Educational Reimbursement), with the following modifications: 1.3 shall read: All continuing educational reimbursements must be pre-approved by the Township Administrator. And 1.4 of this section shall be deleted in whole. Mr. Kretz seconded. General discussion occurred. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, no.

2015-390 Ms. Graff made a motion to approve the policy: Employee Assistance Program, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Special Beavercreek Trustee's Meeting

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2015-391 Ms. Graff made a motion to approve the policy: Employee Medical Exams, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-392 Ms. Graff made a motion to approve the policy: Equal Employment Opportunity, as modified and presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-393 Ms. Graff made a motion to approve the policy: Family and Medical Leave, with the following modifications: 6.1 A second sentence shall be added. The second sentence shall read: The employee will be advised by the HR Manager about the amount and method of payment of their portion of benefits. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-394 Mr. Paxson made a motion to approve the policy – Firearms, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-395 Ms. Graff made a motion to approve the policy: Funeral and Bereavement Leave, with the following modifications: the first sentence of 2.1 shall read: An Employee will be allowed a leave of three (3) consecutive work days for those assigned to a 40-hour average work week..... Both 3.0 and 3.1 Travel Time shall be deleted in whole. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-396 Mr. Paxson made a motion to approve the policy – Garnishment/Child Support, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-397 Ms. Graff made a motion to approve the policy: General Appearance and Tattoos, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-398 Ms. Graff made a motion to approve the policy: General Statement, as modified and presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-399 Ms. Graff made a motion to approve the policy – Hiring of Relatives, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-400 Mr. Paxson made a motion to approve the policy – Holiday Leave, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-401 Ms. Graff made a motion to approve the policy – Inclement Weather, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-402 Ms. Graff made a motion to approve the policy – Insurance, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The suggested policy on Longevity Pay was tabled until an Employee Compensation Program is presented. The Trustees would also like to know what the total cost to the Township would be if a policy like this was approved.

Special Beavercreek Trustee's Meeting

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2015

2015-403 Ms. Graff made a motion to approve the policy – Military Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-404 Ms. Graff made a motion to approve the policy – Non-Work Related Disability, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-405 Ms. Graff made a motion to approve the policy – Notice Requirement, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-406 Mr. Paxson made a motion to approve the policy – Outside Employment, with the only modification being changing the policy title to Outside Employment. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-407 Mr. Paxson made a motion to approve the policy – Pension Contributions, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-408 Ms. Graff made a motion to approve the policy – Personal Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-409 Ms. Graff made a motion to approve the policy – Personnel Files and Records, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The suggested policy titled Physical Fitness Incentive was not entertained by the Trustees.

2015-410 Ms. Graff made a motion to approve the policy – Political Activity, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-411 Ms. Graff made a motion to approve the policy – Probation, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-412 Ms. Graff made a motion to approve the policy – Public Relations, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-413 Ms. Graff made a motion to approve the policy – Service of a Subpoena or Jury Duty, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-414 Ms. Graff made a motion to approve the policy – Sick Leave, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-415 Ms. Graff made a motion to approve the policy – Tobacco, E Cigarettes and Vapor Devices, with the following modifications: change the policy title to Tobacco, E Cigarettes and Vapor Devices; and add complete title language every place in the policy that states tobacco. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Special Beavercreek Trustee's Meeting

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2015-416 Ms. Graff made a motion to approve the policy – Travel Expenses and Mileage Reimbursements, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-417 Ms. Graff made a motion to approve the policy – Uniform Allowance, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

The policy on Vacation Leave was tabled until later. General discussion occurred. There were too many corrections to be made.

2015-418 Ms. Graff made a motion to approve the policy – Wellness Incentive, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-419 Ms. Graff made a motion to approve the policy – Workers' Compensation, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-420 Mr. Paxson made a motion to approve the policy – Workplace Violence, as presented. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

General discussion occurred regarding employees driving township vehicles and the reporting and mileage that may or may not need to be reported. The Trustees will discuss and decide at a future Trustee meeting.

2015-421 Mr. Paxson made a motion to Adjourn at 2:52 P.M. Mr. Paxson seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____

Regular Beaver Creek Trustee's Meeting

Monday, October 26,

2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Tom Kretz, Dan Paxson and Carol Graff; and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, and Zoning Inspector/Administrator Ed Amrhein.

2015-422 Ms. Graff made a motion to approve the Agenda for October 26, 2015 with the following additions: add Jim Haug – FLSA Report under Old Business and LGIF Repayment under Fire. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-423 Mr. Paxson made a motion to approve the October 28, 2015 Payroll in the amount of \$266,315.51. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

2015-424 Ms. Graff made a motion to approve the Bills in the amount of \$171,780.88. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-425 Mr. Paxson made a motion to approve the Minutes from the Regular Trustee Meeting held October 12, 2015. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, no; and Mr. Kretz, yes.

2015-426 Ms. Graff made a motion to approve the Minutes from the Special Trustee Meeting held October 19, 2015. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

FLSA Report:

Mr. Jim Haug, 5903 Terrace Park Drive, Dayton, Ohio spoke to the Trustees regarding his FLSA Interpretation of Overtime Payment report. Several items in the report were discussed including: OSL, FLSA computations and the difficulties, and his recommendations. Ultimately, the two primary questions of concern are: Is OSL calculating FLSA correctly and are we paying FLSA correctly now. The answer to both questions according to Mr. Haug, is yes. General discussion occurred regarding involving the Finance Department and the Fiscal Officer in the calculation of FLSA, as currently only Chief David VandenBos and Deputy Chief John Mercs have been involved in the calculations. The Trustees would like to request a letter from DOL to certify that based on our current process and procedures, that moving forward, the Township is in compliance with calculating FLSA.

NEW BUSINESS: None.

ADMINISTRATOR:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

Policy Manual Update:

The following policies are to be included in the Personnel Policy Manual.

2015-427 Ms. Graff made a motion to approve the policy – Disability Accommodation, as presented. Discussion occurred regarding the new addition. Legal Advisor Dawn Frick stated it was according to the law. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Regular Beaver Creek Trustee's Meeting

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2015

2015-428 Ms. Graff made a motion to approve the policy – Harassment and Discrimination, with the following modification: the Purpose shall read, as proposed by Legal Counsel Dawn Frick: The Township is committed to maintaining a working environment that is free of discriminatory intimidation or sexual harassment. Accordingly, the Township considers it improper and against the policies of the Township for any employee, management or staff, male or female, to sexually harass another employee. Discussion occurred regarding Section 2.4. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-429 Ms. Graff made a motion to approve the policy – Use of Township Equipment, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-430 Ms. Graff made a motion to approve the policy – Problem Resolution, with the following modifications, the Purpose shall read: It is the Township's desire to provide an effective way for employees to bring problems concerning their well-being at work to the attention of management. Therefore, a formal problem resolution procedure has been established for the benefit and use of the employees. Mr. Paxson seconded. Discussion occurred regarding eliminating the Oral Resolution part of the policy. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-431 Ms. Graff made a motion to approve the policy – Overtime/Compensatory Time, as presented. Mr. Paxson seconded. General discussion occurred regarding Flextime. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Economic Development Plan:

TA Alex Zaharieff presented the Economic Development Plan as a guideline for staff to use and identify goals, objectives and strategies for Beaver Creek Township for economic development. General discussion occurred regarding: the plan itself, how it relates to the Township's Land Use Plan, and creating a possible Economic Development team.

The Trustees see the need, understand that this is an overview, and anticipate tactics will come before the Board at a later date when needed.

2015-432 Ms. Graff made a motion to approve **Resolution 2015-432**, the Beaver Creek Township Economic Development Plan, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; Mr. Kretz, yes; and Mr. Paxson, yes.

Greene County Sheriff's Office Report: General discussion occurred regarding the number to call if there is a non-emergency issue. The number listed on the website does not go to a person or have an answering machine. Mr. Zaharieff will contact the Sheriff to discuss the issue.

There was a five minute recess.

FINANCE:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. Questions were asked and answered. Mr. Kretz asked that Flexible Spending Account Discussion be added to the next Trustee Meeting Agenda.

HUMAN RESOURCES:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the HR Department.

Regular Beaver Creek Trustee's Meeting

Monday, October 26,

2015

General discussion occurred regarding: Xenia Township negotiations and Beaver Creek Township workload; and a possible 2016 Insurance consortium.

ZONING:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. General discussion occurred regarding: the new report, revenue projections, and several developments.

INFORMATION TECHNOLOGY:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. There were no questions.

ROAD:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

Annual Road Report:

2015-433 Ms. Graff made a motion to approve the 2015 Annual Report of Township Roads, with 41.213 miles, as presented. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Purchase Request – Station 61:

2015-434 Mr. Paxson made a motion to approve purchase request (00358) to Air Force One to modify Station 61 furnace F4, in the amount of \$3,100.00; and authorize the Township Administrator to sign for the Board. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. General discussion occurred regarding: Factory Road, cemetery and crematorium possibility.

FIRE:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

LGIF Repayment:

General discussion occurred regarding: the process to bill, collect funds, and make payments.

2015-435 Ms. Graff made a motion to re-appropriate from Account 2281-930-930-5999 Contingencies – EMS Fund, to Account 2281-910-910-5999 Transfers Out – EMS Fund in the amount of \$100,000.00, and; WHEREAS, to Transfer from Account 2281-910-910-5999 Transfers Out – EMS Fund to 9001-931-0000 Transfers In – LGIF MARCS Fund in the amount of \$100,000.00, and; WHEREAS, to appropriate \$100,000.00 into fund 9001 – LGIF MARCS. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

2015-436 Ms. Graff made a motion to authorize payment to the Loan Servicing Office of the Ohio Development Services Agency for the first quarterly payment of the Local Government Investment Loan #869-02-01, in the amount of \$11,625.00. Mr. Paxson seconded. Roll Call: Ms. Graff, yes; Mr. Paxson, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: location of calls of service; the City Work Session and the Mercer report.

Regular Beaver Creek Trustee's Meeting

Monday, October 26,

2015

LEGAL ADVISOR:

Fringe Benefits Update:

Legal Advisor Dawn Frick reviewed her memo to the elected officials regarding Fringe Benefits for employees who drive township vehicles to and from work. General discussion occurred. Road Superintendent Tim Parks will be forwarded the memo in order to answer some of Ms. Frick's questions and this topic will be added to the next Regular Trustee Meeting.

TRUSTEES:

Mr. Paxson extended a heartfelt thank you to the Fire Department after his family was in need of help.

Mr. Kretz began to outline possible questions for Morgan Stanley representative Brian Andzik when Fiscal Officer Christy Ahrens asked if she could present a few items that might help.

FISCAL OFFICER:

Morgan Stanley Reports:

Fiscal Officer Christy Ahrens presented the Trustees with two reports from Morgan Stanley in an effort to answer questions Mr. Kretz and the Trustees had about the Township's investments. Mr. Andzik was unable to attend the meeting. Ms. Ahrens asked the Trustees to review the information and forward questions to her so that she could either get the answers from Mr. Andzik or have him come to a Trustee meeting in the future.

2015-437 Mr. Paxson made a motion to Adjourn at 3:24 P.M. Ms. Graff seconded. Roll Call: Mr. Paxson, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____

Regular Beaver Creek Trustee's Meeting

Monday, November 9,

2015

Mr. Kretz called the Regular Trustee Meeting to order at 1:00 P.M. Those present were Trustees: Tom Kretz and Carol Graff; and Fiscal Officer, Christy Ahrens. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Finance Director James Barone, Road Superintendent Tim Parks, Fire Chief David VandenBos, and IT Manager Jeff Terry.

2015-438 Ms. Graff made a motion to approve the Agenda for November 9, 2015 with the following additions: add Open Discussion on Morgan Stanley and Schedule a Record Retention Meeting under Old Business; add Open Discussion on Meeting Structure, Request a Special Meeting for Zoning and Open Discussion on Budget Process under New Business; and add Resolution to move money in Parks fund under Road Department. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-439 Ms. Graff made a motion to approve the November 10, 2015 Payroll in the amount of \$262,513.33. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-440 Ms. Graff made a motion to approve the Bills in the amount of \$86,398.28. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Flexible Spending Accounts:

Mr. Kretz stated that the Trustees need to decide whether to continue or not with the program for 2016. Finance Director James Barone gave an update and stated that eleven employees use the voluntary program and that the program incurs a cost of roughly \$1,200.00 per year. He stated that this program should be cost neutral to the Township and not incur a cost to participate as this is the only voluntary program that does so. General discussion occurred regarding options the township has to pass the fee on to the employees if the program continues or whether to offer the program at all. The eleven employees will be asked if they want to continue to participate in the plan in 2016, if offered, and if they would be willing to proportionately contribute the roughly \$120.00/month to cover the cost. This topic will be placed again on the next Trustee Agenda.

Open Discussion on Morgan Stanley:

Mr. Kretz stated that he had reviewed the information Mr. Andzick provided at the last Trustee meeting and several questions regarding: management structure fees, trade fees, account "pumping", portability, product selection input, gain/loss/buy/sell decisions, opportunities, financial modeling, and sweep accounts versus money market accounts. Fiscal Officer Christy Ahrens answered many of the questions and stated she would forward the rest of the questions to Mr. Andzick. Ms. Graff talked about the Greene County Library and how they invest their money. She questioned whether the Board needed to vote to invest in anything longer than two years. No one else had heard of this, but it will be looked into.

Record Retention Meeting:

A Record Retention Meeting will be held Tuesday, November 17, 2015 in the Fire Administration Conference Room.

NEW BUSINESS:

Veterans Day Proclamation:

2015-441 Ms. Graff made a motion to approve **Resolution 2015-441**, **WHEREAS**, on November 11, 2015 Beaver Creek Township will observe Veterans

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Day, pausing to honor every veteran who has ever worn one of our Nation's service uniforms; and

WHEREAS, as we pay tribute to our Veterans, we are mindful that no ceremony can repay the debt we owe each and every day for their service to our Country; and

WHEREAS, each time our freedoms have come under assault, our Veterans have responded with resolve, courage and a willingness to sacrifice; and

WHEREAS, under the most demanding of circumstances, and in the most dangerous corners of the earth, America's Veterans have served our Country with distinction and valor; and all Veterans deserve our gratitude and praise for their selfless acts and for the duty served to our great Country; and

WHEREAS, on this day, Beaver Creek Township wishes to honor employees of the Township who are Veterans and/or are currently active in a Military Reserve unit, namely:

Micah Blanton – Army
Steve Dubois – Air Force
Shawn Fowler – Coast Guard
Eric McComas – Army National Guard – active reservist
Rob Negri – Navy
Ben Northup – Air Force
John Ostrowske – Air National Guard – active reservist
Doug Ransdell – Army
Jeff Terry – Air Force
Bob Treiber – Army

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

Open Discussion on the Meeting Structure:

Mr. Kretz suggested that in 2016 we modify the Trustee Meeting Agenda so that Department Heads do not have to sit in the meeting for the entire time and can return to work quicker. Township Administrator (TA) Zaharieff stated he had discussed this possibility with the Department Heads and that there were mixed feelings on the subject. General discussion occurred. Ms. Graff stated she did not have a preference.

Open Discussion on Budget Process:

Mr. Kretz asked if the Trustees could mandate zero percent General Fund deficit spending in 2016. TA Zaharieff stated that they could; but that decisions regarding the General Fund would need to be made and cost allocation for all employees in the General Fund would need to be visited. General discussion occurred regarding: counting our "anticipated" returns on investments and further cost allocation plans.

ADMINISTRATOR:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

Communication Policy:

The following policies are to be included in the Personnel Policy Manual.

2015-442 Ms. Graff made a motion to approve the policy – Communications Plan, as presented, with changing the name only to: Internal/External Communication Policy. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

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Policy Manual:

The Policy Manual will be brought back at the next Trustee meeting; there are a few more changes that need to be made before the Trustees approve the entire manual.

2016 Holiday Schedule:

2015-443 Ms. Graff made a motion to approve to set the 2016 Township Holiday Schedule per the Beavercreek Township, Greene County Ohio Personnel Policy Book Section IV Number 9 to the following:

January 1, 2016	New Year's Day 2016
January 18, 2015	Martin Luther King Jr., Day
February 15, 2016	Presidents Day
May 30, 2016	Memorial Day
July 4, 2016	Independence Day
September 5, 2016	Labor Day
November 11, 2016	Veterans Day
November 24 & 25, 2016	Thanksgiving
December 26, 2016	Christmas

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

2016 Meeting Schedule:

2015-444 Ms. Graff made a motion to approve the Beavercreek Township Regular Meeting Schedule for calendar year 2016, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Contract Renewal for Vision Care:

2015-445 Ms. Graff made a motion to approve the renewal contract with VSP for vision care and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Beavercreek Historical Society Agreement:

2015-446 Ms. Graff made a motion to terminate the current Right to Use and Maintenance Agreement with the Beavercreek Historical Society as of November 30, 2015 and authorize the Township Administrator to sign the new Right to Use and Maintenance Agreement, as presented. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Greene County Sheriff's Office Report: Mr. Kretz asked if the Sheriff could summarize this information bi-weekly. Ms. Graff agreed as she would like to know if incidents are up or down in that period, for the year, etc. TA Zaharieff will look into it.

Request a Special Trustee Meeting:

There will be a Special Board of Trustees Meeting with the Beavercreek Township Zoning Commission on Thursday, November 12, 2015 at 7:00 P.M. for the purpose of discussing the parameters of the Highway Business Overlay District.

FINANCE:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Finance Department. There were no questions.

HUMAN RESOURCES:

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Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the HR Department. There were no questions.

ZONING:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Zoning Department. The Trustees like the new charts and report.

INFORMATION TECHNOLOGY:

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for Information Technology. General discussion occurred regarding: Email; Year End issues; and Green Tree.

ROAD:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

Purchase Request – Energy Audit:

2015-447 Ms. Graff made a motion to approve the purchase request (00359) to Heapy Engineering to provide energy consulting services for Station 61, Station 64, and the Maintenance Garage, in the amount of \$4,800.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Resolution to move money in the Parks fund:

2015-448 Ms. Graff made a motion to re-appropriate from Account 1000-930-930-0000 Contingencies – General Fund, in the amount of \$10,000.00 and distribute to Account 1000-610-190-0000 –Salaries – Parks in the amount of \$8,500.00, to Account 1000-610-211-0000 OPERS – Parks in the amount of \$1,300.00 and to Account 1000-610-213-0000 Medicare - Parks– in the Amount of \$200.00. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Road Department. General discussion occurred regarding: Factory Road, Wood Ridge road paving, and planted cherry trees at the Library and Cemetery.

FIRE:

TA Alex Zaharieff presented the items below and answered any questions or concerns regarding the same.

Purchase Request for Fire Gear Repair:

2015-449 Ms. Graff made a motion to approve the purchase request (07537) to Apex Fire Services for required Fire Gear Repairs, in the amount of \$13,481.50; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Purchase Request for Replacement Rechargeable Flashlights:

2015-450 Ms. Graff made a motion to approve the purchase request (08021) to Finley Fire Equipment for Rechargeable Flashlights, Chargers, and Spare Batteries, in the amount of \$11,683.50; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Request for Signed Agreement with Scott Safety Technologies:

2015-451 Ms. Graff made a motion to approve the Scott Safety In-House Repair Center Agreement; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Request to Adopt New Policy – Emergency Scene and Training Rehabilitation:

2015-452 Ms. Graff made a motion to approve the Fire Department's Emergency Scene and Training Rehabilitation Policy; and authorize the Township

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Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Request Permission to Surplus Obsolete Medic and Rescue:

2015-453 Ms. Graff made a motion WHEREAS, the Board of Trustees of Beaver Creek 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 Beaver Creek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and

WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio finds a 2000 Freightliner Recuse Unit VIN# 1FV6JLCBXYHG27542 and a 2005 Road Rescue Ambulance VIN# 1HTMNAAM95H144152 as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired,

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

2015-454 Ms. Graff made a motion to approve the following: WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beaver Creek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio finds a 2000 Freightliner Recuse Unit VIN# 1FV6JLCBXYHG27542 and a 2005 Road Rescue Ambulance VIN# 1HTMNAAM95H144152 as not needed for public use, and declares the equipment obsolete, or unfit for use for which it was acquired. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: Blue Card Incident Management Training, and that the Trustees find the maps provided extremely helpful and would like to share them with the City of Beaver Creek. The Department is working to get a report together to share with the City and place on the Township Website.

LEGAL ADVISOR:

Fringe Benefits Update:

Legal Advisor Dawn Frick reviewed her email to the elected officials regarding Fringe Benefits for employees who drive township vehicles to and from work. General discussion occurred. The Finance Department will contact and work with Paycor to set up the deduction for the Road Employees for 2015 to show this Fringe Benefit.

TRUSTEES:

Mr. Kretz thanked everyone who ran for office, congratulated the winners and encouraged those who did not win to continue to work for the good of the community.

FISCAL OFFICER: Nothing.

EXECUTIVE SESSION:

2015-455 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(2) to consider the purchase of property for public purposes; and ORC 121.22(G)(1) To consider the discipline of a public employee or the investigation of charges or complaints against a public employee at 2:42 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

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2015-456 Ms. Graff made a motion to come out of Executive Session at 2:55 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-457 Ms. Graff made a motion to approve **Resolution 2015-457, WHEREAS**, the Trustees have determined that it is in the best interests of the Township and its residents to expand the Township's current system of paths for the recreational use of bicyclists and walkers;

WHEREAS, the Trustees unanimously determined that transferring certain unneeded real estate to a non-profit established for the purpose of encouraging the development of recreational paths for the benefit of bicyclists and walkers in Beaver Creek Township would have the primary effect of assisting with the goal of establishing an expanded system of recreational paths within Beaver Creek Township; and

WHEREAS, Beaver Creek Trails, Inc. is an Ohio non-profit corporation formed to promote the development of recreational paths for bicyclists and walkers in Beaver Creek Township.

NOW THEREFORE BE IT RESOLVED, by the Board of Township Trustees of Beaver Creek Township, State of Ohio:

SECTION 1. That the Township Administrator is directed to continue to acquire a survey to determine the exact dimensions of an approximately ten foot wide strip of unneeded real estate of Parcel ID number B03000200330015700.

SECTION 2. That the Township Administrator is directed and authorized to enter into an agreement with Beaver Creek Trails, Inc. concerning the Property. The Agreement must include, at a minimum, the following terms: (1) the Property must be used for the primary purpose of the construction of a recreational use path for the benefit of bicyclists and walkers in Beaver Creek Township; (2) the Property may not be used for any other purpose, nor may it be transferred to any other entity without first being offered back to the Township; (3) the Property must be reconveyed to the Township in the event that Beaver Creek Trails, Inc. does not maintain its charitable status pursuant to Internal Revenue Code Section 501(c)(3); and (4) the Property must be reconveyed to the Township if, at any time, the Township, County or State seeks to utilize any portion of the Property for road (vehicular) or other public purposes.

SECTION 3. That the Township Administrator is authorized to execute the necessary deeds and other documents in order to declare the Property as surplus and effectuate the transfer of the same to Beaver Creek Trails, Inc. to be used in accordance with the agreement developed pursuant to Section 2 of this Resolution.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for the efficient transfer of unneeded Township real estate.

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

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2015-457 Ms. Graff made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the discipline of a public employee or the investigation of charges or complaints against a public employee at 2:57 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-458 Ms. Graff made a motion to come out of Executive Session at 3:16 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

2015-459 Ms. Graff made a motion to Adjourn at 3:16 P.M. Mr. Kretz seconded. Roll Call: Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: _____

Fiscal Officer: _____