

**Regular Beaver Creek Trustee's Meeting****Tuesday, February 16,****2016**

Mrs. Graff called the Regular Trustee Meeting to order at 1:00 P.M. Those present were: Trustees Carol Graff, Tom Kretz and Jeff Roberts; 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, Zoning Administrator/Inspector Ed Amhrein, and HR Manager Trish Gustafson.

**2016-073** Mr. Roberts made a motion to approve the Agenda for February 16, 2016, with the following additions: a Proclamation under Zoning; Acceptance of another donation under Fire; and an 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. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-074** Mr. Kretz made a motion to approve the February 17, 2016 Payroll in the amount of \$276,836.42. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-075** Mr. Roberts made a motion to approve the Bills in the amount of \$173,742.59. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-076** Mr. Kretz made a motion to approve the Regular Trustee Meeting Minutes for February 1, 2016. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-077** Mr. Roberts made a motion to approve the Special Trustee Meeting Minutes for February 11, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**PRE-SCHEDULED SPEAKER:**

John Ankeney – Ankeney Soccer Complex

John Ankeney, 2668 Blue Rock Rd, Beaver Creek, Ohio spoke to the Trustees regarding the Spring Soccer Tournament schedule for the Ankeney Soccer Complex and to request fire and ambulance service for the tournaments. Currently there are three scheduled tournaments with the possibility of hosting a regional tournament. After Mr. Ankeney spoke, Ms. Graff stated that the Fire Department has a Policy Update for Special Events Staffing listed on the Agenda. The Trustees asked Fire Chief VandenBos to speak on this topic now, while Mr. Ankeney was present.

**Policy Update for Special Events Staffing:**

Chief VandenBos presented and explained the policy and the different types of Special Events including: standard coverage; on-site, in-service coverage; and on-site, out-of-service coverage and fees that may or may not be applicable to each service. The one exception is for other government entities where taxpayers already pay for service; there will be no charge for those events. The Chief explained that last year the Fire Department provided on-site, in service coverage to the soccer tournaments and felt that this level of coverage worked well for both the Department and the tournaments. Mr. Ankeney agreed. General discussion occurred. Therefore, with the adoption of this policy, Mr. Ankeney's request for on-site, in-service coverage for the soccer tournaments does not incur any cost and no fee waiver is needed.

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**RESIDENTS/GUESTS DESIRING TO SPEAK:** None.**OLD BUSINESS:** None.**NEW BUSINESS:** None.**ADMINISTRATOR:**FirstNet MOU:

Township Administrator/Public Safety Director Alex Zaharieff presented the Memorandum of Understanding between the Greene County Emergency Management Agency and Beavercreek Township. General discussion occurred regarding: what First Net is (a public safety wireless data network separate from other wireless networks for public safety use only); funding; and equipment.

**2016-078** Mr. Kretz made a motion to approve **Resolution 2016-078**, a Memorandum of Understanding between Greene County Emergency Management Agency and Beavercreek Township to document a framework of cooperation to address the development of Ohio First Net in both the State of Ohio and Greene County. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Employee Evaluation Program:

Township Administrator/Public Safety Director Alex Zaharieff presented the new Employee Evaluations Policy for the Township Policy Manual. The new policy changes state: under Employee, Probationary – an Employee whose performance is being evaluated to determine whether further employment in a specific position or with Beavercreek Township is appropriate. Regular full-time and regular part-time Employees shall remain under the probationary status for 12 months; and instead of All probationary employees will be evaluated within six months of their hire or promotion date – the new wording is as follows: For probationary employees, evaluations will occur on the last work day of each month during the probationary period. The evaluation process will follow what is outlined above, with the exception of the direct Supervisor being responsible for initiating and completing the evaluation. The HR Manager will monitor the first to evaluations to ensure compliance with the program and all applicable laws and regulations. After that time, it will be a one-on-one process between the Supervisor and their subordinate. Discussion occurred regarding: the time this policy already takes and now adding monthly meetings.

**2016-079** Mr. Roberts made a motion to approve the Employee Evaluations Policy, Section III, Number IX dated February 16, 2016, as modified above and presented. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request – OSL:

Township Administrator/Public Safety Director Alex Zaharieff presented the purchase request for the OSL Solutions – Technical Support Services Contract. Discussion occurred regarding: new software upgrades.

**2016-080** Mr. Kretz made a motion to approve the payment of the annual maintenance invoice #56 from OSL Solutions from February 1, 2016 – January 31, 2017, in the amount of \$3,000.00. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Greene County Sheriff's Office Report: The Trustees would like for a quarterly or bi-annual update on the heroin problem in the Township. They would like to know, is it getting worse or better? The update can be in the form of a report or in person discussion.

**FINANCE:**

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

Bi-Weekly Report:

There were no questions.

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**HUMAN RESOURCES:**

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

Bi-Weekly Report:

General discussion occurred regarding: an update on the full-time position still open. Two applicants are still in the process of being vetted.

**ZONING:**

Proclamation:

**2016-081** Mr. Roberts made a motion to approve **Resolution 2016-081, A PROCLAMATION TO HONOR CHARLES BRACKENHOFF FOR HIS SERVICE AS A MEMBER AND CHAIR OF THE BEAVERCREEK TOWNSHIP ZONING COMMISSION.** WHEREAS, members of the Beavercreek Township Zoning Commission serve the Township and its citizens as Volunteers in positions of significant personal responsibility and with significant demands upon their time and the lives of their families; and WHEREAS, Charles Brackenhoff has served as a member of said Beavercreek Township Zoning Commission for a period of ten years, including more than nine years as chair; and WHEREAS, members of the Board of Township Trustees of Beavercreek Township wish to express their gratitude to Mr. Brackenhoff for his dedication and integrity in service to Beavercreek Township and its citizens.

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

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Beavercreek Township, Greene County, Ohio hereby proclaim their gratitude to Mr. Charles Brackenhoff for his service to the citizens of Beavercreek Township during his ten years as a member and chair of the Beavercreek Township Zoning Commission. IN WITNESS WHEREOF, we have hereunto set our hand and caused the SEAL of Beavercreek Township to be affixed this 16th day of February, year 2016.

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

Bi-Weekly Report:

General discussion occurred regarding: anticipated revenue at twenty percent already this year; political signs; and staff working at pace.

**INFORMATION TECHNOLOGY:**

IT Independent Contractor Contract Renewal:

**2016-082** Mr. Roberts made a motion to approve the Independent Contractor Agreement between Mr. James Ericson and Beavercreek Township as presented; and have the Township Administrator sign for the Board. Mr. Kretz seconded. General discussion occurred. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Citrix Licensing and Service Renewal:

**2016-083** Mr. Kretz made a motion to approve the purchase request (07751) to Citrix Systems, Inc. for the Annual Licensing and Service Agreement Renewal, in the amount of \$6,096.31; and authorize the Township Administration to sign for the Board. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

EMC Contract Renewal:

Mr. Terry has yet to receive any information from EMC on this item; therefore, hold until the next Trustee meeting. General discussion occurred regarding: Goliath Technologies and confusion on the cost of the module, annual and maintenance fees.

Latest Information on Windstream and Phone Line Move:

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General discussion occurred regarding: moving a T1 line, the Township's contract with Windstream, EFax, and how to proceed moving forward. No issues were resolved.

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

Bi-Weekly Report:

There were no questions.

**ROAD:**Re-appropriation of Fund:

**2016-084** Mr. Roberts made a motion to re-appropriate from Account 2031-930-930-5999 Contingencies (Road and Bridge Fund), to Account 2031-330-599-0000 Other (Road and Bridge Fund), in the amount of \$750.00. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request for Crack Sealer Material:

**2016-085** Mr. Kretz made a motion to approve the purchase request to DJL Materials & Supply, Inc. for the Roadsaver 515T crack seal material, in the amount not to exceed \$3,600.00; and authorize the Township Administration to sign for the Board. Mr. Roberts seconded. General discussion occurred regarding: the positive enhancements that this material has provided not only for township roads but also in saving money. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Bi-Weekly Report:

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

General discussion occurred regarding: the Snow Removal graph and appreciation for the graph; salt reserves; sign reflectivity; replacement roof for library; and the Trustee's asked for a copy of the OTARMA insurance policy.

**FIRE:**Resolution Accepting Donation of Lifepak Modems:

**2016-086** Mr. Kretz made a motion to approve **Resolution 2016-086**, WHEREAS, Premier Health Network of Dayton Ohio wishes to make a donation of eleven Ositech Titan II Gateway Wi-Fi modems valued at \$8,460.76, and WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beaver Creek Township may accept a donation of any real or personal property for any township use, and WHEREAS, the Trustees of Beaver Creek Township do graciously accept said donation. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Resolution Declaring Lifepak Modems Surplus:

**2016-087** Mr. Roberts made a motion to approve **Resolution 2016-087**, 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 the modems listed in the attached "BTFD Surplus Items" report as not needed for public use, and declares the items obsolete, or unfit for use for which it was acquired: 003636 Modem, LP-12; MOD-001 Modem, LP-12; MOD-002 Modem, LP-12; MOD-005 Modem, LP-12; MOD-006 Modem, LP-12; MOD-007 Modem, LP-12; and a 0032584 Modem, LP-12. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Purchase Request for Replacement Appliances and Resolution To Surplus Obsolete Equipment:

**2016-088** Mr. Roberts made a motion to approve purchase request (08052) to Custom Distributors for replacement refrigerator for the administration building,

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stove for station 61 and microwave oven for station 63 for a total amount of \$4,335.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-089** Mr. Kretz made a motion to approve **Resolution 2016-089**, WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may deem property to be obsolete, or unfit for the use for which it was acquired, and WHEREAS, the Board of Trustees of Beavercreek Township, Greene County, State of Ohio finds the modems listed in the attached "BTFD Surplus Items" report as not needed for public use, and declares the items obsolete, or unfit for use for which it was acquired: microwave; oven; and refrigerator. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Purchase Request for Blue Card Training for Firefighters, Auxiliary, and Dispatch:

**2016-090** Mr. Kretz made a motion to approve purchase request (08045) to Blue Card Command for forty-two (42) firefighters' tuition in the amount of \$14,553.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-091** Mr. Roberts made a motion to approve purchase request (08047) to Blue Card Command for ten (10) dispatchers' tuition in the amount of \$3,465.00; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-092** Mr. Kretz made a motion to approve purchase request (08048) to Blue Card Command for forty (40) auxiliary members' tuition in the amount of \$3,465.00; and authorize the Township Administrator to sign for the Board. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Policy Update for Special Events Staffing:

**2016-093** Mr. Kretz made a motion to approve the Fire Department's Special Events Staffing as presented. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Policy Update for Lateral Entry Hiring:

Chief VandenBos presented the policy. General questions were asked, answered and general discussion occurred. Further discussion occurred regarding the CPAT and NFPA1582 conditions in the current policy and possible reasons to change them. Discussion occurred regarding the two applicants for the fulltime firefighter position and if they both were compliant with the conditions. The Board decided to table this topic.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: the Fire Department having no issues with the Super Street concept being discussed for Rt. 35 at Factory Road and Orchard Lane intersections; and the graph showing the Fire Department's Employee Years of Service, by Rank.

Acceptance of more Donations:

**2016-094** Mr. Kretz made a motion to approve **Resolution 2016-094**, WHEREAS, Christine May of Beavercreek Ohio wishes to make a donation of one Precor Elliptical Cross Trainer model EFX-556 valued at approximately \$2,500.00, and WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beavercreek Township may accept a donation of any real or personal property for any township use, and WHEREAS, the Trustees of Beavercreek Township do graciously accept said donation. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-095** Mr. Kretz made a motion to approve **Resolution 2016-095**, WHEREAS, Christine May of Beavercreek, Ohio wishes to make a donation of one Precor

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C846 Recumbent Bike valued at approximately \$1,500.00, and WHEREAS, according to section 505.10 of the Ohio Revised Code the Trustees of Beaver Creek Township may accept a donation of any real or personal property for any township use, and WHEREAS, the Trustees of Beaver Creek Township do graciously accept said donation. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**TRUSTEE:**

Ms. Graff stated that she had received a response from the Trustees finance person regarding an email she sent and asked questions about where money is being deposited and CD's.

Mr. Kretz asked about a Cash Flow Projection. General discussion occurred.

**FISCAL OFFICER:** Nothing.

**EXECUTIVE SESSION:**

**2016-096** Mr. Roberts 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 3:14 P.M. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-097** Mr. Kretz made a motion to come out of Executive Session at 4:34 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes, and Ms. Graff, yes.

**2016-098** Mr. Kretz made a motion to Adjourn at 4:34 P.M. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

Trustee: \_\_\_\_\_

Fiscal Officer: \_\_\_\_\_