

Regular Beaver Creek Trustee's Meeting

Monday, February 29,

2016

Mrs. Graff called the Regular Trustee Meeting to order at 1:01 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, and Zoning Administrator/Inspector Ed Amhrein.

2016-113 Mr. Kretz made a motion to approve the Agenda for February 29, 2016, with the following additions: add the February 16, 2016 Regular Trustee Meeting Minutes under Approval of Minutes. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-114 Mr. Kretz made a motion to approve the March 2, 2016 Payroll in the amount of \$270,735.44. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-115 Mr. Roberts made a motion to approve the Bills in the amount of \$44,905.90. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-116 Mr. Kretz made a motion to approve the Special Trustee Meeting Minutes of February 16, 2016. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-117 Mr. Roberts made a motion to approve the Special Trustee Meeting Minutes of February 22, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-118 Mr. Kretz made a motion to approve the Special Trustee Meeting Minutes of February 26, 2016. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-119 Mr. Roberts made a motion to approve the Regular Trustee Meeting Minutes of February 16, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Health Department District Advisory Council:

Ms. Graff stated that there was a meeting/dinner on March 15, 2016 for the Health Department District Advisory Council and that she will be unable to attend and asked if anyone would be interested in going in her place. Mr. Amhrein stated that he would go. Ms. Graff asked Township Administrator/Public Safety Director Alex Zaharieff to send in Mr. Amhrein's name for the dinner.

Audit/Investment Advisory Committee:

Township Administrator/Public Safety Director Alex Zaharieff asked the Trustees what they wanted to do with these committees as currently there is one seat that expired in April 2015 and another seat that will expire in April 2016. Discussion occurred regarding: amending the policy to not exclude Trustees from attending those meetings.

2016-120 Mr. Kretz made a motion to amend the Township Investment Policy, **Resolution 2014-359**, Section VIII, Paragraph 2 to have the last sentence read, "As the Committee deems necessary other parties may be invited to attend as

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well." deleting "excluding Beaver Creek Township Trustees". Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes. General discussion occurred regarding: the committees, how they were formed, and recruiting people to sit on the committees.

Any person can bring a name forward to be considered to be on these committees. The Trustees would like to consider those names at the next Trustee meeting.

NEW BUSINESS:

Governance Committee:

Township Administrator/Public Safety Director Alex Zaharieff discussed the concept that had been presented at a Joint Meeting of creating a committee between the City of Beaver Creek and Beaver Creek Township to look at issues and concerns that affect the entire community in an effort to work together to address those issues. Mr. Zaharieff recommends moving forward with the committee that would consist of one City Council member, the City Manager, one Township Trustee, and the Township Administrator. Mr. Kretz expressed interest in being the Township Trustee representative. General discussion occurred.

2016-121 Mr. Roberts made a motion to appoint Mr. Kretz as the Township Trustee representative on the Governance Committee for 2016. Ms. Graff seconded. Roll Call: Mr. Roberts, yes; Ms. Graff, yes; and Mr. Kretz, yes.

ADMINISTRATOR:

BZA/Zoning Commission Appointments:

2016-122 Mr. Roberts made a motion to approve **Resolution 2016-122**, WHEREAS, the Beaver Creek Township Trustees having considered available applicants for said Zoning Commission and after due consideration of all the evidence presented, the Beaver Creek Board of Trustees voted to appoint Justin Nidiffer as full board member to the Zoning Commission, said term to expire on March 31, 2021 or until a suitable replacement is appointed. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-123 Mr. Roberts made a motion to approve **Resolution 2016-123**, WHEREAS, the Beaver Creek Township Trustees having considered available applicants for said Board of Zoning Appeals and after due consideration of all the evidence presented, the Beaver Creek Board of Trustees voted to appoint Susan Crabill as full board member to the Board of Zoning Appeals, said term to expire on March 31, 2020 or until a suitable replacement is appointed. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-124 Mr. Roberts made a motion to approve **Resolution 2016-124**, WHEREAS, the Beaver Creek Township Trustees having considered available applicants for said Board of Zoning Appeals and after due consideration of all the evidence presented, the Beaver Creek Board of Trustees voted to reappoint Frank Fitzgerald as full board member to the Board of Zoning Appeals, said term to expire on March 31, 2021 or until a suitable replacement is appointed. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Discussion occurred regarding needing alternates for both the Zoning Commission and the Board of Zoning Appeals.

Annual Reports:

Township Administrator/Public Safety Director Alex Zaharieff presented the Annual Reports. There were no questions on the Finance, Zoning, IT, and Road reports. The HR report garnered a question regarding healthcare and when the Trustees will be hearing about next year's plans and/or rates. Mr. Zaharieff stated that he will meet with our broker before June to look at potential changes and possible co-opting. The Fire Department report garnered discussion that the

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report will go in the InTouch. Discussion also occurred regarding the Mercer Study.

Greene County Sheriff's Office Report: The Trustees would like for a quarterly or bi-annual update on the heroin problem in the Township. The Sherriff's office is working on this.

U.S. 35 Superstreet:

Township Administrator/Public Safety Director Alex Zaharieff presented and discussion occurred regarding the letter he wrote in support of the Superstreet concept. General discussion occurred regarding: other letters of support; the project; funding; cost; and traffic flow. The Trustees had consensus for Mr. Zaharieff to send the letter.

Request to Schedule Special Meeting for the Beavercreek Community Library and the Park Agreement:

The Beavercreek Township Board of Trustees will conduct a Special Meeting in the Community Room, Lower Level of Fire Station #61, 2195 Dayton Xenia Road on Tuesday, March 8, 2016 at 8:00 A.M.

The purpose of this Special Meeting is to meet in Open Session to discuss the Library Facility and the Park Agreement with the City of Beavercreek.

Fiscal Officer Christy Ahrens reminded the Trustees that she was unable to attend morning meetings due to her other part-time job working until noon, Monday through Friday.

FINANCE:

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

Bi-Weekly Report:

General discussion occurred regarding: OSL Update and migrating FLSA calculation auditing from the Fire Department to the Fiscal Office.

General discussion occurred. Mr. Barone answered all questions asked of him. Chief VandenBos stated that Deputy Chief Mercks audits a couple employees each pay period to check their hours etc. and matches the FLSA formula to their hours to make sure OSL is computing the pay correctly. General discussion occurred.

HUMAN RESOURCES:

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

Bi-Weekly Report:

General discussion occurred regarding: where the HR Manager was; how many hours the HR Manager has worked in 2015 and 2016; and asked when it would be finished. Discussion occurred regarding billing and that the HR Manager is billing her hours directly to Xenia Township. The Fiscal Office is not part of any of the billing. The Fiscal Office has received one reimbursement check from Xenia Township. Discussion occurred regarding: the intern; and the Compensation Policy.

ZONING:

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

Bi-Weekly Report:

General discussion occurred regarding: Bexley and Wood Ridge emergency access roads; last year's Nuisance issue update; property on Beaver Valley; and how the Trustees would like to work with Regional Planning to have dedicated access points into Township developments and eliminate the need for emergency access roads.

INFORMATION TECHNOLOGY:

EMC VNX5300 Service Agreement Renewal:

2016-125 Mr. Kretz made a motion to approve the purchase request (07756) to CDWG for the Annual Hardware/Software Maintenance Agreement Renewal, in

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the amount of \$3,228.00; 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.

Goliath Technologies (Citix Monitoring Software) Update:

IT Manager Jeff Terry gave a live presentation of Goliath Technologies software. General discussion occurred regarding: the use; what it covers; and the potential benefits.

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

Bi-Weekly Report:

General discussion occurred regarding: Windstream and moving the fax line.

ROAD:

Approval of Street Sign Modification for Wood Ridge Subdivision:

Road Superintendent Tim Parks presented the sign modifications and general discussion occurred.

2016-126 Mr. Roberts made a motion to approve the sign plan for Wood Ridge sub-division as proposed with the additional conditions, as presented; 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.

Request to Advertise for Summer Seasonal Employees:

2016-127 Mr. Kretz made a motion to approve the advertising for the Summer Seasonal positions as presented. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Purchase Request for Window Film as Recommended by the Energy Audit:

2016-128 Mr. Roberts made a motion to approve the purchase request (00363) to RJ Pro Tint LLC. for tinted window film, in the amount of \$8,624.00; and authorize the Township Administration to sign for the Board. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Bi-Weekly Report:

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

FIRE:

Request for Facility Use: Beaver Creek Youth Council:

2016-129 Mr. Roberts made a motion to approve the use of Fire Station 61 by the Beaver Creek Youth Council on Saturday, April 9th, 2016 for their Spring Dance, pending approval of their certificate of insurance by the Township's Legal Counsel; 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.

Request Policy Amendment: SOG 5000.001 (Fire Department Personnel Deployment):

2016-130 Mr. Kretz made a motion to approve the Fire Department's proposed Policy Modifications to SOG 5000.001, Fire Department Personnel Deployment, with the following modification, in Section 3.2.1 Overtime shall read, "The Fire Chief, or designee, is authorized to utilize overtime, within the Board of Trustees pre-determined limits, to fill special events or training needs, for the purpose of maintaining regular fire department operations."

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

Request Policy Adoption: SOG5112.0003 (Overtime Notification):

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2016-131 Mr. Kretz made a motion to approve the Fire Department's proposed Policy, SOG 5112.003, Overtime Notification. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Bi-Weekly Report:

Mr. Zaharieff presented the Bi-Weekly Report for the Fire Department. General discussion occurred regarding: drunk drivers getting on on-ramps the wrong way; and Day of Caring Program taking place at Calamityville.

TRUSTEE:

Ms. Graff reminded everyone that Mr. Geyer's Road Update Meeting and dinner is at the Schindler Banquet Center this year.

FISCAL OFFICER:

Fiscal Officer Christy Ahrens stated that the State Auditor's Office completed their field work for the township's bi-annual audit in nine (9) days which is quite remarkable considering the township's \$26 million budget.

EXECUTIVE SESSION:

2016-132 Mr. Kretz made a motion to go into Executive Session per ORC 121.22(G)(1) To consider the employment, dismissal, discipline and compensation of a public employee; 121.22(G)(5) Matters required to be kept confidential by federal law or regulations or state statutes; 121.22(G)(4) preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment at 3:12 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-133 Mr. Kretz made a motion to come out of Executive Session at 5:03 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes, and Ms. Graff, yes.

2016-134 Mr. Kretz made a motion to Adjourn at 5:03 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____