

**Regular Beaver Creek Trustee's Meeting**

**Monday, November 7,**

**2016**

Ms. Graff called the Regular Trustee Meeting to order at 1:00 P.M. Those present were: Trustees Carol Graff, Tom Kretz and Jeff Roberts. Legal Advisor Dawn Frick was also present. Staff present: Township Administrator/Public Safety Director Alex Zaharieff, Road Superintendent Tim Parks, Fire Chief David VandenBos, IT Manager Jeff Terry, Zoning Inspector/Administrator Ed Amhrein, and Human Resource Manager Trish Gustafson.

**2016-429** Mr. Kretz made a motion to approve the Agenda for November 7, 2016 with the following: add Greene County Township Association December meeting under Administrator. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-430** Mr. Roberts made a motion to approve the November 9, 2016 Payroll in the amount of \$264,550.35. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-431** Mr. Kretz made a motion to approve the Bills in the amount of \$68,675.64. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**2016-432** Mr. Roberts made a motion to approve the Regular Trustee Meeting Minutes from October 24, 2016. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Veteran's Day Proclamation:

**2016-433** Mr. Roberts made a motion to approve **Resolution 2016-433**, a PROCLAMATION IN HONOR OF VETERANS EMPLOYED BY BEAVERCREEK TOWNSHIP, WHEREAS, on November 11, 2016 Beaver Creek Township will observe Veterans 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 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;

And

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WHEREAS, on this day Beaver Creek Township also wishes to honor employees of the Township whose sons and daughters have served or are serving in one of America’s military branches, namely:

Jan Schultz – son Michael Ross Schultz-Navara is a Marine Corps veteran of two deployments to Afghanistan and the recipient of a Purple Heart.

Lt. Steve Weimer – son Marshall is a Navy veteran.

Lt. Ed Miller – two daughters on active duty, Eileen with the Army & Lynzi with the Navy.

FF Scott Gladney – son Chris is a Navy veteran.

Lt. Brian Seabold – daughter Brooke and son Troy both serve with the Army National Guard; Troy is also with the Army ROTC at Ohio University.

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 Beaver Creek Township, Greene County, Ohio extends its heartfelt gratitude and best wishes for success in their future endeavors to these employees who have served so well; and BE IT FURTHER RESOLVED, that we urge all citizens to pay due respect and gratitude to the Veterans for their sacrifice and service to our Country.

IN WITNESS WHEREOF, we have here unto set our hand and caused the SEAL of Beaver Creek Township to be affixed this 7<sup>th</sup> day of November, year 2016.

Flexible Spending Accounts:

Township Administrator/Public Safety Director Alex Zaharieff presented and recommended the Trustees continue with offering the Flexible Spending Accounts to employees. Discussion occurred regarding: sign ups, which need to be completed by January 1<sup>st</sup>; and if the number of employees participating is increasing or decreasing, and the number participating is about the same.

**2016-434** Mr. Kretz made a motion to approve continuing the Flexible Spending Account policy and practices that have been in place. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**ADMINISTRATOR:**

2017 Holiday Schedule:

**2016-435** Mr. Roberts made a motion to approve **Resolution 2016-435**, WHEREAS, the Board of Trustees of Beaver Creek Township, Greene County, State of Ohio, moved for approval of the following; WHEREAS, to set the 2017 Township Holiday Schedule per the Beaver Creek Township, Greene County Ohio Policy Manual Section IV Number 3 to the following:

- January 2, 2017                      New Year’s Day 2017
- January 16, 2017                  Martin Luther King Jr., Day
- February 20, 2017                Presidents Day
- May 29, 2017                      Memorial Day
- July 4, 2017                        Independence Day
- September 4, 2017                Labor Day
- November 10, 2017                Veterans Day
- November 23 &24, 2017        Thanksgiving
- December 25, 2017                Christmas

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

Service Retirement Policy:

Township Administrator/Public Safety Director Alex Zaharieff presented the new Township policy for review and discussion.

**2016-436** Mr. Kretz made a motion to approve the Service Retirement Policy to the Beaver Creek Township, Greene County, Ohio Policy Manual, Section VI,

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Number 26, as presented. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Job Descriptions:

Township Administrator/Public Safety Director Alex Zaharieff presented the Job Descriptions in the new Policy Manual format. Only the information outlined in yellow is changing on some of the Job Descriptions, otherwise, they are the exact same, only in the new format.

**2016-437** Mr. Roberts made a motion to approve the Job Descriptions, as presented, for the following positions: Township Administrator; Public Safety Director; Human Resource Manager; Zoning Administrator/Inspector; Zoning Clerk, Information Technology Operation Manager; Road Superintendent; Foreman; Mechanic 1; Mechanic 2; Service Worker 1; Service Worker 2; Service Worker 3; Chief, Deputy Chief; Battalion Chief; Lieutenant; Fire Prevention Specialist; Career Firefighter; EMS Billing Coordinator; Office Manager; Part Time Fire Prevention Specialist; and Privacy Officer. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Greene County Sheriff's Office:Monthly/Year-to-Date Report:

Township Administrator/Public Safety Director Alex Zaharieff stated that there has been a rash of cars being broken into over the last two weekends in both the City and the Township, so the Sheriff's Department is sending out extra patrols. These break-ins are happening in larger populated neighborhoods, in mostly unlocked vehicles. The Department is out reminding people to lock their car doors. The Trustees asked the TA to send out notices via social media to remind people to lock their car doors and not leave any valuables in their cars.

Request to Schedule Special Meeting:Park Consolidation:

The Beavercreek Township Board of Trustees will hold a Special Trustee Meeting in the EOC Training Room, Lower Level of Fire Station 61, 2195 Dayton-Xenia Road, on Monday November 14, 2016, at 8:00 A.M.

The purpose of this Special Meeting is to meet in OPEN SESSION to discuss the Park Consolidation.

Greene County Township Association December Meeting:

Township Administrator/Public Safety Director Alex Zaharieff stated that it was discussed at a past meeting that the Township consider co-hosting the December Greene County Township Association December Meeting and Dinner and that he reached out to Sugarcreek Township and they would be willing to have a co-host for the event.

**2016-438** Mr. Kretz made a motion to authorize the Township Administrator to share the expenses with Sugarcreek Township for the December Greene County Township Association Meeting and Dinner, not to exceed \$1000.00. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

**HUMAN RESOURCES:**Mutual of Omaha Renewal:

**2016-439** Mr. Roberts made a motion to approve the Mutual of Omaha Life and AD&D renewal as presented, with a zero (0) percent increase for plan year January 1, 2017-December 31, 2017; 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.

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### Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: Worker's Comp claims; and the work with Xenia Township. Ms. Gustafson said that the work was done but that she has been authorized ten (10) hours to finish up things. The Trustees would like the work completed, Xenia Township billed and hopefully the last payment received by the Township by the end of 2016.

### **ZONING:**

#### Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: permits and the potential for an increase in the Spring and the various developments where there will be building; the Highway Overlay District is on the back burner but has been brought up recently and will be on our radar again soon; and the Regional Planning Annual Zoning Seminar will be the first Friday in December and all elected officials are welcome and encouraged to attend.

### **INFORMATION TECHNOLOGY:**

#### Upgrade Time Warner Internet Connection:

**2016-440** Mr. Roberts made a motion to approve Time Warner Cable's Upgrade Agreement, as presented, in an amount not to exceed \$1,320.00 annually for a two year term; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded. General discussion occurred regarding the Police Fund. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Bi-Weekly Report: There were no questions.

### **ROAD:**

#### Purchase Request for Cab & Chassis and Equipment:

Township Administrator/Public Safety Director Alex Zaharieff presented the purchase request, which is a budgeted amount. The Trustees appreciated this request being put in the same format as fire purchases but hesitated to proceed based on timing as the Road Department has a levy on the ballot tomorrow. Discussion occurred regarding: the funding is budgeted and available now; can the purchase wait two weeks, yes; and the truck wouldn't be in until February 2017. This item will be placed on the November 21, 2016 agenda.

#### Request to advertise On-Call Road Worker positions:

Township Administrator/Public Safety Director Alex Zaharieff presented the topic and general discussion occurred regarding: how long we have been doing this, one year; and how many people did we hire, last year two and would like to add one more position this year.

**2016-441** Mr. Kretz made a motion to approve to advertise on the Township website and social media for On-Call Road Workers for the winter season. Mr. Roberts seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

#### Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: the library roof project is complete; various neighborhood development updates; sewer extension issues; road widening project on Indian Ripple; Media Day, November 10, 2016 at 10:00 A.M, and what it is; and cherry tree replacements.

### **FIRE:**

#### Request to purchase: SCBA Voice Amplifiers and Replacement Parts:

**2016-442** Mr. Roberts made a motion to approve the purchase request (07883) to Finley Fire Equipment for fifteen (15) SCBA Voice Amplifiers and parts for SCBA

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repair, in the amount of \$15,252.25; 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. General discussion occurred regarding: surplus of equipment.

Bi-Weekly Report:

Township Administrator/Public Safety Director Alex Zaharieff presented and general discussion occurred regarding: activities have caught up to last year; the accelerated call volume in the last two months; The Trustees like seeing all the community outreach; and the length the Trustees packets stay up on our website.

**TRUSTEE:**

Mr. Kretz said that he sent a link for “Stop the Bleed” to the Fire Chief and the Township Administrator, and asked to be kept informed on the progress.

**FISCAL OFFICER:** Nothing.

**EXECUTIVE SESSION:**

**2016-443** Mr. Kretz made a motion to go into Executive Session per ORC (G)(1) To consider the employment, dismissal, discipline and compensation of a public employee and per ORC(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 2:04 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-444** Mr. Kretz made a motion to come out of Executive Session at 4:28 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Discussion occurred regarding the Township Administrator’s goal of developing a Retire/Rehire Policy for the Township.

**2016-445** Mr. Kretz made a motion authorize the Township Administrator to work with Legal advisor and HR to develop a Retire/Rehire Agreement with the current Road Superintendent and present that to the Board as soon as possible. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

**2016-446** Mr. Kretz made a motion to Adjourn at 4:36 P.M. Mr. Kretz seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

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

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