

Regular Beaver Creek Trustee's Meeting**Monday, September 26,****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, and HR Manager Trish Gustafson.

2016-382 Mr. Roberts made a motion to approve the Agenda for September 26, 2016 as presented. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-383 Mr. Kretz made a motion to approve the September 28, 2016 Payroll in the amount of \$271,716.92. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-384 Mr. Roberts made a motion to approve the Bills in the amount of \$134,473.78. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

PRE-SCHEDULED SPEAKER:Greene County Public Library:

Karl Colon, Director of the Greene County Public Library, 76 East Market Street, Xenia, Ohio spoke to the Trustees regarding the Beaver Creek Public Library. He thanked the Trustees for the investment they have put in the building and their support over the years. Mr. Colon discussed the improvements and upgrades the Library intends to make inside the Beaver Creek Public Library, including updating and making the bathrooms ADA compliant. The Trustees reviewed a packet of information for the improvements including floor plans. Mr. Colon said that Deputy Director Elizabeth Cusack applied for and received a \$50,000 Lean Ohio grant for setting up policies and procedures at the Beaver Creek Library and discussed a new automated materials handling system for the library. He asked the Trustees for approval of the improvements the Library Board would like to make to the interior of the library.

Deputy Director Cusack spoke to the Trustees regarding the newest floor plan being presented regarding the bathrooms and demolition of some interior walls to better facilitate the needs the community asked for such as: more meeting space, quiet tutoring spaces, and creating a more logical flow for the library and moving the children's section in one place in the back. Ms. Cusack discussed the new improvements to checking in and out of materials through a new automated materials handling system to improve the accuracy of check in/out and better control inventory. She stated they will also be putting new carpet down and painting the interior of the library as well.

General discussion occurred regarding: placement of items in the library; Radio Frequency Identification (RFID) and how this system will allow the library to keep better inventory and track easier all of their materials; printed material versus online use in our community, we are only down one percent overall from last year in library use; library use has tapered in Beaver Creek but has tapered less than the state average. Discussion occurred regarding the time line for the improvements, with all work being done in December over a period of two to four weeks with the library having minimal in house service but continued hold and pick up service. Discussion occurred regarding the budget for the renovations: total budget for the bathrooms are \$79,000; they have not received a budget for the floor plan and other renovations, but expect it the first week in October. Discussion occurred regarding: wall and drop ceiling removal. Discussion continued regarding risk insurance and who is responsible for the insurance, the builder will have a risk policy in place, as was part of the bid, according to Mr. Colon. Ms. Graff recused herself from the vote as she sits on the Beaver Creek Library Board.

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2016-385 Mr. Kretz made a motion to approve the modifications to the library per the K-4 Architecture design drawings, hard copy, that were presented at today's meeting. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, abstain.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADMINISTRATOR:

Miami County Shared Service Agreement:

Township Administrator/Public Safety Director Alex Zaharieff presented a proposed Service Agreement, similar to one we have with Greene County, for shared services. Miami County is switching to the MARCS system and we have equipment that other entities don't have, to program, fine-tune and have ongoing maintenance such as once a year frequency tuning for the radios. The Agreement has been approved by legal.

2016-386 Mr. Roberts made a motion to approve **Resolution 2016-386**, the Agreement for Use of Commercial Service Monitor and Accessories for Radio Equipment Repair and Maintenance with Miami County; and authorize the Township Administrator to sign for the Board. Mr. Kretz seconded.

Mr. Kretz asked several questions regarding: what were the cost of the equipment and the cost to program the equipment, and if we spent a certain amount on that investment how did we get to the cost we are charging Miami County. Mr. Zaharieff stated that he did the Agreement the same as the one we have with Greene County, with the stipulation that when it is time for us to update or purchase this equipment new that we will be coming back to Greene and Miami County's to help with that cost. Mr. Kretz questioned the \$250 charge for Miami County, stating he understood why it was \$250 for Greene County because we live in Greene County, but thought it should cost Miami County more. Discussion occurred regarding man hours and the fact that the other entities will be using our equipment and checking it in and out; we will not be doing the updates etc. for them. Mr. Kretz agrees with the cooperative agreement, he is just questioning the amount, as there is no certainty that in the future either entities will help with the cost to update or purchase new equipment. Mr. Kretz asked what it would cost Miami County to go to a third party vendor to have their radios repaired or updated. Mr. Zaharieff thinks they looked at it, but determined it would be more cost effective to do it in house. Mr. Kretz stated the challenge is trying to justify a \$50,000 purchase with Beavercreek Township taxpayer dollars to purchase a device to satisfy our needs and our county's needs and then loaning it out to another county for \$250, he feels there is a big disparity there. He is completely for a collaborative agreement and working toward a solution, but the state didn't provide the equipment to us for \$250. Ms. Graff asked questions regarding: the length of the agreement, if there is any urgency and how long we've had the equipment which wasn't determined. Mr. Roberts and Ms. Graff had a concern with the equipment, costing \$50,000, leaving the township for \$250. Mr. Kretz agreed. General discussion occurred regarding changing the \$250 amount and wording in the contract so that the equipment comes back in the same shape it left. Mr. Kretz stated he would like to see the amount raised to \$2500, otherwise there is no incentive for anyone to get their own. General discussion occurred regarding: the lifespan of the equipment and the cost. Mr. Roberts stated is all for being a good steward of taxpayer dollars and being a good neighbor. Mr. Kretz asked where we would go if our equipment broke, Mr. Zaharieff stated that we would have to go to third party vendor. General discussion occurred regarding what it might cost to if we had to use a third party vendor and how that quote would be different for each entity. Discussion occurred on amending or tabling the motion. Miami County seemed to need an answer sooner rather than later.

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2016-387 Mr. Kretz made a motion to amend **Resolution 2016-386**, on Line 2 change the \$250 to \$2500 and Line 5 in place of \$20, make it \$100. The motion dies for lack of a second.

Ms. Graff suggested a compromise, since this is the first year Miami County has asked for the Agreement, that we approve the it, as is for one year; and then next time increase the amount. Mr. Roberts would like more information before that decision would be made. Discussion occurred regarding: the Agreement is currently written "in perpetuity" and therefore not renewable in a year. Discussion occurred regarding tabling the Agreement and bringing it back at the next meeting; however, Mr. Roberts will not be at that meeting. Ms. Graff suggested that they approve the Agreement through December 31, 2016 and in 2017 have the costs increase, with a statement that the Agreement can be terminated. Mr. Roberts said that we needed to think about this more for the future, as more entities come online and need this equipment, that the costs are appropriate. He thinks there needs to be more information and a standard operating procedure before moving forward. He is not necessarily against Mr. Kretz's suggestion to increase the amount charged, he just does not think there is enough information at this point. General discussion occurred regarding: tabling the topic and amending the topic.

A vote was taken on the original motion (2016-386).

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

Mr. Kretz added to his motion (2016-387), which stated, on Line 2 change the \$250 to \$2500 and Line 5 in place of \$20, make it \$100, and added an expiration date of December 31, 2016 to the Agreement; 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.

Request for Proposal – Information Technology Management:

Township Administrator/Public Safety Director Alex Zaharieff presented the request for proposal, stating there were two modifications:

1. On page 11 (of the Trustee packet) the dates under Scope of Services should read January 1, 2017 through December 31, 2019,
2. On page 16 (of the Trustee packet) under Questions and Inquiries, the pre-submittal conference will be held on Wednesday, October 12, 2016 at 1:30 P.M., not 10:00 A.M.

Mr. Kretz asked if any staff had been involved in creating the RFP, Mr. Zaharieff said no, he put the RFP together. Mr. Kretz asked if staff will be involved with the pre-bid meeting, Mr. Zaharieff said yes in order to answer any questions or give more detail. Mr. Kretz asked if this RFP includes the I.T. work the Fire Department currently does, Mr. Zaharieff said yes, this would take care of the entire Township's I.T. needs, including the Fire Department. Mr. Kretz asked if staff will be involved for the vendor selection, Mr. Zaharieff said no, only Mr. Zaharieff will be involved and ultimately it will be the Board of Trustees who picks the vendor. Mr. Kretz asked how the RFP was created, Mr. Zaharieff said that he took information from other agencies RFP's, what fit our Township best, and created the RFP. Mr. Kretz stated that no vendor wrote this or had a part of writing this, and Mr. Zaharieff said correct. General discussion occurred regarding: the fact that we are a twenty-four (24) hour, seven (7) days a week business and that we will need complete coverage.

2016-388 Mr. Roberts made a motion to approve the Request for Proposals for Beaver Creek Township, Greene County, Ohio Information Technology Management & Support Services, as presented with the two modifications identified above. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

Greene County Sheriff's Office:

Bi-Weekly/Year to Date Analysis Report:

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Township Administrator/Public Safety Director Alex Zaharieff pointed out that on page 23 of the Trustee packet was the Comparison by Year graph. General discussion occurred regarding whether this was based on the same time period. Years 2010 through 2015 are year-end totals, 2016 numbers are year to date. Discussion occurred regarding page 25 – with results being lower due to being down a deputy. Discussion occurred regarding: house checks and why the numbers are down.

U.S. 35 Superstreet:

Township Administrator/Public Safety Director Alex Zaharieff said that after the joint meeting with the City and County, that the Administrators of each entity were tasked to meet and come up with an agreement. All three Administrators met and Greene County will fund \$1 million toward the project, up from \$500,000. The City and Township will each fund \$250,000. The County is presenting a Memorandum of Understanding (MOU), which has been approved by legal, between the County and Township only. Mr. Kretz questioned the section where it discusses that if the project is under budget, that the Township still has to pay the \$250,000; but if the project is over that the Township and the County would share the cost of the overages, according to how the MOU is written. Since this MOU is only between the County and the Township, the portion that the City would pay is not reflected. Mr. Zaharieff stated that Greene County has written a letter pledging the \$1,563,889, and that letter is only the amount presented, we do not know what the actual cost will be until we get into the design. Discussion occurred as to who will pay the extra \$63,889, Mr. Zaharieff said that County will pick that up. The discussion went back to the agreement saying that if the amount is over the estimated amount that the Township and County will pay a pro-rated amount. General discussion occurred regarding the actual percentage amount which should be the Township's portion if the project goes over, based on the Township paying \$250,000 of the \$1,563,889.

The Trustees expressed appreciation for the Greene County Commissioners willingness to see that this is a county-wide project and stepping up to the plate to help with funding the project. They are also hopeful that Beaver Creek City Council will adopt a similar MOU. Finally, they appreciate all three entities working together in a positive effort to reach a mutual goal.

2016-389 Mr. Kretz made a motion to approve **Resolution 2016-389**, Between The Beaver Creek Township Trustees And The Board of Greene County Commissioners. This memorandum of understanding (MOU) will be in effect upon the date all parties to the MOU affix their signatures below; signifying their understanding and agreement with the content of the document.

This MOU will serve to confirm the total agreement between Greene County and Beaver Creek Township relating to the local cost share as determined by the Ohio Department of Transportation (ODOT) and Miami Valley Regional Planning Commission (MVRPC) for the Superstreet project on U.S. 35.

The Board of County Commissioners will provide the entire local share for the Superstreet project in the amount of \$1,563,889. Under this arrangement, the County is providing a loan to the Township for its share, in the sum of \$250,000. The Township will be responsible for reimbursement to the County in the sum of \$250,000 for its share of the cost.

Repayment by the Township shall begin no later than June 1, 2018 and the entire amount will be repaid no later than December 31, 2027. During this period, annual payments shall not be less than \$25,000/year.

The Township will not be required to pay interest on the loan amount.

The entire balance may be repaid at any time during the term of this agreement.

The entire estimated local share has been determined by ODOT and MVRPC.

Should the actual cost be less than the estimate, the County shall not be required to reimburse the Township for any portion of its share; any cost savings will fully benefit the County. Should the local share be higher than the original estimate, both parties agree to provide the additional funding on a pro-rated basis consistent

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with this agreement which the Township share is calculated at sixteen percent (16%). Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Request to Schedule Special Meetings:

The Beavercreek Township Board of Trustees will hold a public hearing in the Community Room, lower level of Fire Station #61, located at 2195 Dayton-Xenia Rd., Beavercreek, Ohio 45434 on Monday, October 17, 2016, scheduled to begin at 7:00 p.m.

The purpose of the hearing is so the Board of Trustees may review and act on a recommendation made by the Beavercreek Township Zoning Commission regarding Case #798, a Zoning District Change request (re-zoning) for Kil Kare Inc.

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, Beavercreek, Ohio 45434 on Thursday, October 6, 2016, at 1:00 PM.

The Purpose of this Special Meeting is to meet in **Open Session** to discuss the Standards of Coverage Report.

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, Beavercreek, Ohio 45434 on Monday, November 7, 2016, at 7:00 PM, and on Monday, November 21, 2016 at 7:00 PM.

The Purpose of this Special Meeting is to meet in **Open Session** to discuss Permissive Motor Vehicle License Tax.

HUMAN RESOURCES: There were no questions.

ZONING: No report.

INFORMATION TECHNOLOGY:Purchase Request: MaaS360 Mobile Management Software Renewal:

Township Administrator/Public Safety Director Alex Zaharieff presented the renewal stating that although this is an annual renewal it is under a new company, IBM, as they bought out the old company. Discussion occurred regarding: twelve month cancellation policy, it not being an auto-renewal contract, and that the Trustees could approve and cancel at the same time.

2016-390 Mr. Kretz made a motion to approve purchase request (07777) to IBM Corporation for MassS360 Mobile Management Software and Support, in the amount of \$694.08; and provide written notice of our cancellation from the date service begins; 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.

Purchase Request – In Motion Service Agreement:

2016-391 Mr. Roberts made a motion to approve purchase request (07778) to Sierra Wireless America, Inc. for warranty and support of 1 ea. In-Motion device, in the amount of \$399.00; 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.

Purchase Request – Hardware Upgrade Bandwidth Increase (Data Yard):

2016-392 Mr. Kretz made a motion to approve purchase request (07779) to DataYard for internet connectivity hardware replacement – including installation and configuration, in the amount of \$900.00; 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.

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Bi-Weekly Report:

General discussion occurred regarding: the new voicemail system being up and running and the website as to timing of how long items can stay and/or do stay on the website.

ROAD:

HVAC Agreement:

Township Administrator/Public Safety Director Alex Zaharieff presented the HVAC Agreement. General discussion occurred regarding: there are no actual dates listed, only the first year, second year, etc.; potential cost increase; and termination policy. Mr. Roberts thanked Mr. Parks for putting in the Trustee packet the "extras", like coming in after hours and doing four inspections a year that are tangible and make a difference.

2016-393 Mr. Kretz made a motion to accept the HVAC Preventative Maintenance Contract from Air Force One, in the amount of \$7,400 beginning October 1, 2016 and ending September 30, 2019; and a not to exceed five percent increase each year; 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.

Bi-Weekly Report:

Road Superintendent Tim Parks gave a quick update on the residential developments in the Township. He also updated the Trustees on the Library roof stating that the work should be completed by the end of next week. He gave a brief update on the LED Lighting Project and general discussion occurred regarding the Tunnel and keeping track of the cost savings. General discussion also occurred regarding the beavers and that one beaver has been caught so far.

FIRE:

Bi-Weekly Report:

General discussion occurred regarding the Annual Pump Testing and that several (4 of 7) units failed their vacuum tests. Chief VandenBos thinks that the issue has been identified and resolutions are being discussed. Questions were asked if testing should be done more frequently and discussion occurred regarding maintenance on the units and the actual testing done once a year off-site. The Trustees gave Kudos to the Fire Department personnel working the Popcorn Festival and handling the people, equipment, and the storm that came through. Discussion occurred regarding: the EMS coverage that was provided to the Air Force Marathon and using going to Kroger as an opportunity to educate and interact with the community.

Discussion occurred regarding the Narcan graph: do we have any year after year statistics, Chief VandenBos will gather it; the fact that we say we are using Narcan more now, but would like to see the numbers to back that up; the cost to the Township for Narcan, not only the drug itself, but in personnel, time away from other situations – a general cost for an application. Chief VandenBos will get the information for the Trustees.

TRUSTEE:

Mr. Kretz asked about investment activity and cash requirements of the Township. Mr. Kretz said that Congressman Rick Perales would have open hours to meet with constituents on Wednesday, September 28, 2016 from 2:30-4:30 PM. In the Fire Administration Building, and that Mr. Kretz and Mr. Roberts would be there as well.

The Trustees asked about an update on the Audit. Mr. Zaharieff said that last time he talked to Mr. Faulkner and that the State had several large school districts they were working on completing and were low on staff.

Mr. Kretz asked that today's Minutes be verbatim or very detailed on the I.T. RFP section and the Superstreet section.

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Ms. Graff said she was pleased to receive so many Minutes for review and hopes they will be on the Agenda for the next meeting. General discussion occurred regarding Minutes.

FISCAL OFFICER:

2017 Tax Budget Amounts and Rates:

2016-394 Mr. Roberts made a motion to approve the Amounts and Rates, as determined by the Greene County Budget Commission and authorize the necessary tax levies and certify them to the Greene County Auditor. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

EXECUTIVE SESSION:

2016-395 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 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 3:05 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

2016-396 Mr. Roberts made a motion to come out of Executive Session at 4:08 P.M. Mr. Kretz seconded. Roll Call: Mr. Roberts, yes; Mr. Kretz, yes; and Ms. Graff, yes.

2016-397 Mr. Kretz made a motion to Adjourn at 4:09 P.M. Mr. Roberts seconded. Roll Call: Mr. Kretz, yes; Mr. Roberts, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____