

**BEAVERCREEK TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting Minutes  
March 22, 2021**

**CALL TO ORDER**

Board of Trustees Chair Tom Kretz called the regular meeting of the Beaver Creek Township Board of Trustees to order, followed by the Pledge of Allegiance. Those present were Trustee and Chair of the Board Tom Kretz, Trustee and Vice Chair of the Board Debborah L. Wallace, Trustee Jessica Dean, Fiscal Officer Ryan A. Rushing, Township Administrator Alex Zaharieff, Fire Chief David VandenBos, Road Superintendent Tim Parks, Fire Marshal Randy Grogean, Human Resources Director Trish Gustafson, Sergeant Chris Moore, and Legal Advisor Dawn Frick.

**APPROVAL OF THE AGENDA**

Trustee Kretz asked if there were any changes and/or modifications to the agenda.

Township Administrator Alex Zaharieff requested to add an executive session before the meeting is adjourned.

**20210322-Admin-A:** Trustee Wallace **MOVED** to approve the agenda as amended, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

**ACCEPTING FISCAL OFFICE REPORTS**

**20210322-Admin-B:** Trustee Dean **MOVED** to accept the General Ledger Report, in the amount of \$405,084.10, for the 3-10-21 payroll, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

**20210322-Admin-C:** Trustee Wallace **MOVED** to approve Payment Listings Report, in the amount of \$401,184.26, for warrants through 3-18-21, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

**APPROVAL OF THE MEETING MINUTES**

**20210322-Admin-D:** Trustee Dean **MOVED** to adopt the March 8, 2021 Regular Trustee Meeting Minutes as presented, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

### CITIZENS DESIRING TO SPEAK

Trustee Kretz stated that this is the portion of the meeting in which citizens desiring to speak may do so. Having none, the Board moved to the next agenda item.

### OLD BUSINESS

Having no Old Business, the Board moved to the next agenda item.

### NEW BUSINESS

Having no New Business, the Board moved to the next agenda item.

### GREENE COUNTY SHERIFF'S OFFICE

Administrator Zaharieff presented the bi-weekly activity report.

Trustee Kretz asked if anything was known about soccer tournaments and additional deputy requirements.

Sergeant Moore replied that things were on track for the tournaments, but some may be smaller. And that some deputies have been used but there have been less issues with traffic.

Trustee Wallace thanked Sergeant Moore for additional coverage on HWY 35.

### HUMAN RESOURCES

Trustee Kretz requested that "should include" be changed to "shall include" in the policy verbiage.

**20210322-HR-A:** Trustee Dean **MOVED** to approve the Credit Card Account Policy as presented, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Wallace, yes; Trustee Dean, yes; Trustee Kretz, yes. Motion adopted.

**20210322-HR-B:** Trustee Wallace **MOVED** to approve the EMS Billing Payment Adjustment policy as presented, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Wallace, yes; Trustee Dean, yes; Trustee Kretz, yes. Motion adopted.

**20210322-HR-C:** Trustee Dean **MOVED** to approve the FLMA policy as presented, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Wallace, yes; Trustee Dean, yes; Trustee Kretz, yes. Motion adopted.

Administrator Zaharieff presented the bi-weekly activity report.

### **COMMUNITY DEVELOPMENT AND RISK**

Fire Marshal Grogean spoke regarding the need to change the text amendment to suspend requirements if they are not related to water flow.

**20210322-CDR-A:** Trustee Wallace **MOVED** to suspend the requirements of Section 19.03.10 of the Beaver Creek Township Zoning Resolution, only as they pertain to easements which are not related to the flow of water, until such time as the Section can be amended to exclude these easements or until June 30, 2021, whichever is sooner, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Wallace, yes; Trustee Dean, yes; Trustee Kretz, yes. Motion adopted.

Administrator Zaharieff presented the bi-weekly report.

### **INFORMATION TECHNOLOGY**

Administrator Zaharieff said that there will be an update on the current project at the next meeting and presented the bi-weekly report.

### **ROAD DEPARTMENT**

Trustee Wallace asked how old the doors are.

Road Superintendent Tim Parks said that the doors at 63 are 22 years old and 61 are 16 years old but fade too quickly even after fresh paint. These are storefront doors. The new doors will not be painted.

**20100322-Road-A:** Trustee Wallace **MOVED** to approve the purchase request VIP Requisition # 21-Road0273 to Buck Run Commercial Door and Hardware for two storefront doors at Station 61 and seven steel entry doors at Station 63 in the amount of \$25,100.00, and to authorize the Township Administrator to sign for the Board, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

Administrator Zaharieff presented the bi-weekly report.

### **FIRE DEPARTMENT**

Fire Chief VandenBos gave an update on Fire Station 65 related to weather. The Beaver Creek Fire Auxiliary has over 3,000 hours so far at the vaccination site. FirstNet has provided internet service for vaccination site needs.

Administrator Zaharieff presented the bi-weekly report.

**LEGAL ADVISOR**

Nothing to bring to the board's attention at this time.

**FISCAL OFFICER**

Fiscal Officer Rushing presented the resolution to create a capital improvement funds as an allowable fund under the Ohio Revised Code (ORC). He explained the criteria for such fund as prescribed by the ORC, which includes designating which funds can transfer funds to the capital improvement funds, what expenditures are allowable under the fund, and the time limit. Fiscal Officer Rushing noted that the General Fund will transfer fund balance to this new capital improvements funds.

Trustee Kretz asked about the redundancy of the resolution and general fund.

Fiscal Officer Rushing noted that this type of accounting allows to show a need for the available resources for the Township's tax budget and in hearings in front of the Greene County Budget Commission.

**20210322-FO-A- A RESOLUTION TO ESTABLISH A CAPITAL IMPROVEMENT FUND FOR PERMANENT IMPROVEMENTS AND MAKE AN ADVANCE OF FUNDS**

Trustee Dean moved the adoption of the following **RESOLUTION**:

**WHEREAS**, a permanent improvement is defined under R.C. 5705.01(E) as any property, asset or improvement with an estimated life or usefulness of five years or more; including land and interests therein, and reconstructions, enlargements, and extensions thereof having an estimated life or usefulness of five years or more; and

**WHEREAS**, pursuant to R.C. 5705.13(C) a tax authority may establish a Capital Improvement fund for the purpose of accumulating resources for the acquisition, construction, or improvement of fixed assets of the subdivision.

**WHEREAS**, the Board has identified the need for certain permanent improvements (the "Permanent Improvements") for the Township.

**NOW, THEREFORE, BE IT RESOLVED THAT** by the Beaver Creek Township Trustees, Greene County, Ohio, that:

**Section 1.** The Board hereby establishes a Capital Improvement Fund (Fund 4301) for the Capital Improvement Fund and authorizes the Fiscal Officer to take all necessary and appropriate steps for establishment of such fund.

**Section 2.** The Permanent Improvement Fund is established to acquire, construct, or improve fixed assets such as Building Improvements, Public Infrastructure, Purchase of Land, Acquisition of New Vehicles.

**Section 3.** The Permanent Improvement Fund shall be established for a period not to exceed ten years, or until such time the fund is no longer for the proper public use or rescinded by motion of the Board.

**Section 4.** The following fund has been identified as the source of fund balance for the Permanent Improvement: General Fund (1000).

**Section 5.** The Board hereby authorizes the advance of \$400,0000 from the Township's General Fund to the Permanent Improvement Fund.

**FURTHER BE IT RESOLVED THAT,** all formal actions of the Board of Trustees concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Wallace seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

Fiscal Officer Rushing presented the following resolution that corresponding to the policy the Board adopted earlier in the meeting. The resolution authorized the signing of agreements with Huntington Bank for a commercial purchasing card program.

**20210322-FO-B- A RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR AND/OR THE BEAVERCREEK TOWNSHIP FISCAL OFFICER TO ENTER INTO A CARD AGREEMENT WITH HUNTINGTON BANK RELATIVE TO THE ISSUANCE OF COMMERCIAL PURCHASING CARDS FOR THE PROCUREMENT OF GOODS AND SERVICES ON BEHALF OF BEAVERCREEK TOWNSHIP**

Trustee Wallace moved the adoption of the following **RESOLUTION**:

**WHEREAS,** the board of Township Trustees of Beaver Creek Township, Greene County (hereinafter referred to as "Board") desires to utilize commercial Purchasing Cards and/or credit cards issued by Huntington Bank, for the procurement of goods and services customarily required for orderly operation of the Township; and

**WHEREAS,** the Board has adopted a Credit Card Account policy on March 25, 2019 Section III Number 9 of the Policy Manual, in order to establish appropriate rules governing the authorized usage of credit card and purchasing cards issued by Beaver Creek Township, and further incorporated as Exhibit A to this Resolution; and

**WHEREAS,** the Board believes that proper use of Township issued Commercial Purchasing Cards are beneficial to streamlining the efficiency of Township Operations; and

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**WHEREAS**, the Board desires to authorize the Beaver Creek Township Administrator and/or Beaver Creek Township Fiscal Officer to execute all documentation, in order to secure Commercial Purchasing Cards with Hunting Bank, relative to Beaver Creek Township.

**NOW THEREFORE BE IT RESOLVED THAT**, that the Board of Trustees of Beaver Creek Township, Greene County, Ohio hereby authorizes the use and issuance of Commercial Purchasing Cards by Huntington Bank, in conjunction with banking services thereto.

**FURTHER BE IT RESOLVED THAT**, the Board of Trustees of Beaver Creek Township has established an existing Credit Card Account policy, as amended, and as incorporated as Exhibit A to this Resolution, to establish specific purposes for which Purchasing Cards may be utilized, and to further establish specific policies regarding the usage of Commercial Purchasing Cards in Beaver Creek Township, and to otherwise define appropriate controls and supervisory oversight regarding the use of Township Purchasing Cards.

**FURTHER BE IT RESOLVED THAT**, that the Beaver Creek Township Administrator and/or Beaver Creek Township Fiscal Officer, together or separately, are duly authorized to execute all documentation required to secure Commercial Purchasing Cards with Huntington Bank.

**FURTHER BE IT RESOLVED THAT**, all formal actions of the Board of Trustees concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Dean seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

Fiscal Officer Rushing presented the 2021 Permanent Appropriations. He noted that the following appropriations are to be adopted and submitted to the Greene County Budget Commission by April 1 and include final fund balances and available resources. Fiscal Officer noted that the appropriations were scheduled within the legal level of control prescribed by the ORC and included the transfers and advances in this meeting.

**20210322-FO-C- A RESOLUTION AUTHORIZING PERMANENT APPROPRIATIONS FOR FISCAL YEAR ENDING DECEMBER 31, 2021**

Trustee Dean moved the adoption of the following **Resolution**:

**WHEREAS**, the Budget Commission of Greene County, Ohio provided the Board of

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Trustees of Beaver Creek Township with an Official Certificate of Estimated Resources, dated August 18, 2020; and

**WHEREAS**, the Budget Commission of Greene County, Ohio provided the Board of Trustees of Beaver Creek Township with an Amended Certificate of Estimated Resources, dated March 1, 2021; and

**WHEREAS**, the total for All Funds, on these documents, is \$36,360,418.95; and

**WHEREAS**, the schedule of appropriations is attached; and

**WHEREAS**, Ohio Revised Code §5705.38(B) allows that, prior to the passage of the annual appropriation measure, the Board may pass a permanent appropriation measure for meeting the ordinary expenses of the Township; and

**WHEREAS**, that, in order to provide for the current and ordinary expenses of the Township, for the fiscal year ending December 31, 2021, the Board of Trustees of Beaver Creek Township does hereby set aside \$36,360,418.95 in permanent appropriations.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Board of Trustees of Beaver Creek Township, Greene County, Ohio resolve:

**SECTION 1:** That the following schedule of appropriations are set aside and appropriated for allowable expenditures as shown as Exhibit A.

**SECTION 2:** The Fiscal Officer maintains the right to transfer any or all part of available appropriations within the legal level of control as established by this temporary, and the subsequent permanent, appropriations resolution.

**SECTION 3:** The Fiscal Officer shall file this resolution and is authorized to file all other forms and amendments to the County Auditor.

**FURTHER BE IT RESOLVED THAT**, all formal actions of the Board of Trustees concerning and relating to the adoption of this Resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

Trustee Wallace seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

Fiscal Officer Rushing presented an advance from the Fire Fund to the FEMA Airpack Fund for a grant.

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Trustee Kretz asked that it be noted in the minutes that the reimbursement would be a partial reimbursement as the FEMA grant would not cover the full amount, but be less the Township's share.

**20210322-FO-D- A RESOLUTION TO ADVANCE \$446,325.00 FROM THE FIRE FUND (2192) TO THE FEMA AIRPACK FUND (2901)**

Trustee Wallace moved the adoption of the following **Resolution**:

**WHEREAS**, the Township should advance the grant share of the FEMA Air Pack Grant (2901) from the Fire Fund (2192) until the reimbursement from the FEMA Air Pack Grant is received to ensure Fund balance; and

**NOW THEREFORE BE IT RESOLVED THAT**, by the Beaver Creek Township Trustees, Greene County, Ohio, that:

**SECTION 1:** \$446,325.00 from the Fire Fund (2192) shall be advanced to the FEMA Air Pack Grant (2901) and shall be returned back to the fund of origination, Fire Fund (2192), upon receipt of anticipated revenue from the FEMA Air Pack Grant.

**SECTION 2:** FEMA Air Pack Grant (2901) is certified to have an additional \$446,325 in revenue.

**SECTION 3:** Pursuant to Section 5705.36 of the Ohio Revised Code, the Fiscal Officer shall file an amendment to Beaver Creek Township's Official Certificate of Available Resources to supplement this amount to the Greene County Budget Commission.

**FURTHER BE IT RESOLVED THAT**, all formal actions of the Board of Trustees concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Dean seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

**20210322-FO-E- A RESOLUTION TO TRANSFER \$47,920.00 FROM THE FIRE FUND (2192) TO THE PAYING ACCUMULATED LEAVE FUND (2903)**

Trustee Dean moved the adoption of the following **Resolution**:

**WHEREAS**, the Township should transfer \$47,920.00 to the Paying Accumulated Leave Fund (2903) from the Fire Fund (2192) to ensure funds are set aside to pay accumulated leave to Fire Department employees upon retirement or separation of employment; and



**NOW THEREFORE BE IT RESOLVED THAT,**

**SECTION 1:** \$47,920.00 from the Fire Fund (2192) shall be transferred to the Paying Accumulated Leave Fund (2903).

**SECTION 2:** Paying Accumulated Leave Fund (2903) is certified to have an additional \$47,920.00 in revenue.

**SECTION 3:** Pursuant to Section 5705.36 of the Ohio Revised Code, the Fiscal Officer shall file an amendment to Beaver Creek Township's Official Certificate of Available Resources to supplement this amount to the Greene County Budget Commission.

**FURTHER BE IT RESOLVED THAT,** all formal actions of the Board of Trustees concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Wallace seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

**20210322-FO-F- A RESOLUTION TO TRANSFER \$3,512,872.75 FROM THE FIRE FUND (2192) TO THE PAYING FIRE STATION FUND (4904)**

Trustee Wallace moved the adoption of the following **Resolution**:

**WHEREAS,** the Township may transfer \$3,512,872.75 to the Fire Station Fund (4904) from the Fire Fund (2192) for continued construction of Fire Station 65 and Fire Station 66.

**NOW THEREFORE BE IT RESOLVED THAT,**

**SECTION 1:** \$3,512,872.75 from the Fire Fund (2192) shall be transferred to the Fire Station Fund (4904) to be used for additional resources for construction of Fire Station 65 and Fire Station 66.

**SECTION 2:** Fire Station Fund (4904) is certified to have an additional \$3,512,872.75 in revenue.

**SECTION 3:** Pursuant to Section 5705.36 of the Ohio Revised Code, the Fiscal Officer shall file an amendment to Beaver Creek Township's Official Certificate of Available Resources to supplement this amount to the Greene County Budget Commission.

**FURTHER BE IT RESOLVED THAT,** all formal actions of the Board of Trustees

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concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Dean seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

**20210322-FO-G- A RESOLUTION TO TRANSFER \$196,883.92 FROM THE LAND MOBILE RADIOS FUND (4905) TO THE EMS MEDIC FUND (2281)**

Trustee Dean moved the adoption of the following **Resolution**:

**WHEREAS**, the Township may transfer \$196,883.92 to the EMS Medic Fund (2281) from the Land Mobile Radios Fund (4905) as the capital project in Land Mobile Radios Fund (4905) is complete.

**NOW THEREFORE BE IT RESOLVED THAT,**

**SECTION 1:** \$196,883.92 from the Land Mobile Radios Fund (4905) shall be transferred to the EMS Medic Fund (2281).

**SECTION 2:** EMS Medic Fund (2281) is certified to have an additional \$196,883.92 in revenue.

**SECTION 3:** Pursuant to Section 5705.36 of the Ohio Revised Code, the Fiscal Officer shall file an amendment to Beaver Creek Township's Official Certificate of Available Resources to supplement this amount to the Greene County Budget Commission.

**FURTHER BE IT RESOLVED THAT**, all formal actions of the Board of Trustees concerning and relating to the adoption of this resolution are being adopted at a duly called and authorized open meeting of the Board of Trustees on the date set forth above, such meeting being duly called pursuant to and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Trustee Wallace seconded the motion to adopt the Resolution. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

Fiscal Officer Rushing said that the first semi-annual real estate tax distribution of 2021 has been received and is the amount expected and on budget.

**TRUSTEES**

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Trustee Wallace reported that Miami Valley Regional Planning Commission (MVRPC) had no meeting.

Administrator Zaharieff reported that MVRPC Technical Advisory Committee had no meeting.

Trustee Kretz reported that the Regional Planning and Coordinating Commission of Greene County (RPCC) meets tomorrow regarding River Reserve Section 5 and Nathaniel's Grove.

Trustee Dean reported that the Health Department District Advisory Council elected new officers.

Administrator Zaharieff reported that he met with the school superintendent and discussed the school levy and he has a meeting with the city planner next week.

Administrator Zaharieff reported that the Wright Patterson AFB Restoration Advisory Board had no report.

Trustee Wallace reported that Greene County Township Association had no meeting.

Trustee Wallace congratulated the Wright State University Women's Basketball team on their big win and wished them good luck in future games. She also thanked the Greene County Commissioners for their support on the HWY 35 project.

**EXECUTIVE SESSION**

**20210308-Admin-E:** Trustee Dean **MOVED** to enter Executive Session pursuant to Ohio Revised Code section 121.22(G)(1) to consider the employment and compensation of a public employee, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.


**20210308-Admin-F:** Trustee Wallace **MOVED** to come out of Executive Session, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

**20210322-Admin-G:** Trustee Dean **MOVED** to adjourn the meeting, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

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REGULAR MEETING

APPROVED:

  
\_\_\_\_\_  
Tom Kretz, Chair

ATTESTED:

  
\_\_\_\_\_  
Ryan A. Rushing, Fiscal Officer

4-12-2021  
Date