

**BEAVERCREEK TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting Minutes
August 23, 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 Deborah 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, Associate Economic and Zoning Administrator Max McConnell, Finance Director Teri Molden, and Legal Advisor Dawn Frick.

APPROVAL OF THE AGENDA

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

Fire Chief David VandenBos requested to add the acceptance of a donation and authorization of two proclamations.

Township Administrator Alex Zaharieff requested to add a purchase request under the Road Department's biweekly report and an executive session pursuant to Ohio Revised Code section 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

The pre-scheduled speaker from Ohio Task Force- Surfside, FL deployment was removed and will be rescheduled.

20210823-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

20210823-Admin-B: Trustee Dean **MOVED** to accept the General Ledger Report, in the amount of \$376,351.87, for the 8-11-21 payroll, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

20210823-Admin-C: Trustee Wallace **MOVED** to approve Payment Listings Report, in the amount of \$365,351.09, for warrants through 8-19-21, 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

20210823-Admin-D: Trustee Dean **MOVED** to adopt the August 9, 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. Hearing none, the Board moved to the next item on the agenda.

PRE-SCHEDULED SPEAKERS

Jerry Graver from the BSA Haunted Classic Soccer Tournament spoke about current enrollment and the upcoming tournament. He thanked the Board of Trustees for their continued support.

20210823-Admin-E: Trustee Wallace **MOVED** to waive the regular tent permit fees for the Haunted Classic Soccer Tournament sponsored by the Beavercreek Soccer Association for 2021, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Dean, yes; Trustee Kretz, yes; Trustee Wallace, yes. Motion adopted.

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 report and spoke about preparations for the 2022 year and budget.

HUMAN RESOURCES

Administrator Zaharieff presented the bi-weekly activity report.

FIREFIGHTER OATH CEREMONY

Firefighter Alex Wendt was introduced by Fire Chief VandenBos and given the Oath by Trustee Dean. He was joined by his wife and daughter to receive his badge and pin.

COMMUNITY DEVELOPMENT AND RISK

Fire Marshal Grogean spoke about the Zoning Commission alternate member applicant, Mr. Foster Reif. His term will run September 1, 2021 through September 1, 2026.

20210823-CDR-A: A RESOLUTION TO APPOINT FOSTER REIF TO ALTERNATE BOARD MEMBER ON THE ZONING COMMISSION

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

WHEREAS, Ohio Revised Code §519.04 permits the Board of Township Trustees to create a Zoning Commission for Beavercreek Township; and

WHEREAS, the Beavercreek Township Trustees having considered available applicants for said Zoning Commission; and

WHEREAS, the Beavercreek Township Board of Trustees hereby appoint Foster Reif to alternate board member of the Beavercreek Township Zoning Commission, said term to begin on September 1, 2021, and to expire on September 1, 2026, or until a suitable replacement is appointed.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Beavercreek Township, Greene County, Ohio favorably passed the above Resolution. **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.

Fire Marshal Grogean stated that the Zoning Commission had voted, during their August meeting, to change their regular meeting time to a 6:00pm time rather than 7:30pm.

Trustee Wallace asked if the alternate to the zoning commission will be attending all the regularly scheduled meetings.

Fire Marshal Grogean stated that they would.

Administrator Zaharieff presented the bi-weekly report.

INFORMATION TECHNOLOGY

Administrator Zaharieff presented the bi-weekly activity report.

ROAD DEPARTMENT

Administrator Zaharieff presented the bi-weekly report.

Trustee Kretz asked about a warranty on the repair of the tractor.

Roads Superintendent Parks stated that it was 12 months.

20210823-Road-A: Trustee Dean **MOVED** to approve purchase request (VIP Requisition #21-Road-0286) to Steinke Tractor for repair of TS100 tractor in an amount not to exceed \$15,000, and to authorize the Township Administrator to sign for the Board, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

FIRE DEPARTMENT

20210823-Fire-A: Trustee Wallace **MOVED** to approve purchase request 21-FIRE-1023 to Greene County Sanitary Engineering for Station 65 water and sewer fees in the amount of \$63,740.00 and to authorize the Township Administrator to sign for the Board, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

20210823-Fire-B: A RESOLUTION ACCEPTING THE DONATION OF FLAG AND FLAG POLE

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

WHEREAS, the Ohio Revised Code §505. 10(A) allows the Board of Township Trustees to accept, on behalf of the Township, the donation of any real or personal property for any Township use; and

WHEREAS, Tom and Kim Kretz wish to donate a Flag and Flag Pole for Fire Station #5, with a value of \$2500.00, to the fire department.

NOW, THEREFORE BE IT RESOLVED THAT the Board of Beaver Creek Township Trustees, graciously accept the donated item and thank Tom and Kim Kretz on behalf of the Township; and

FURTHER BE IT RESOLVED THAT the donated item be added to the Township's inventory, in accordance with Township policy and practice; and

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 12 I.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, abstain; Trustee Wallace, yes. Motion adopted.

20210823-Fire-C: Trustee Dean **MOVED** to authorize the presentation of a proclamation in recognition of the dedication of the dedication of Beavercreek Township Fire Station #5 on Saturday, August 28th, 2021, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

20210823-Fire-D: Trustee Wallace **MOVED** to authorize the presentation of a proclamation in recognition of the 75th anniversary of the founding of the Beavercreek Township Fire Department on Saturday, August 28th, 2021, seconded by Trustee Dean. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

Chief Hiester gave an update on Station 65, it is on schedule and inspections have begun.

Trustee Wallace thanked Chief Hiester for his dedication and hard work.

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 a resolution to modify the Township's commercial card program with Huntington Bank. Fiscal Officer Rushing stated that in order to enhance the accounts payable process, staff has worked with Huntington to identify regular, monthly expenses that could be moved from paying with a check to a virtual card. This would provide a more secure processing of AP and also raise the regular monthly spend on the account to avoid a monthly fee for the program. In addition, Fiscal Officer Rushing stated the previous card limits were not clear in the policy and this new policy line items each card with a clear, stated limit.

20210823-FO-A: A RESOLUTION MODIFYING THE 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 Dean **MOVED** the adoption of the following Resolution:

WHEREAS, the Board of Township Trustees of Beaver Creek Township, Greene County (hereinafter referred to as "Board") entered into a Commercial Purchasing Card Agreement on March 22, 2021. Resolution 20210322-FO-B; 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

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 modification of the credit limit 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 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.

20210823-FO-B: A RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

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

RESOLVED, by the Board of Trustees of Beaver Creek Township, Greene County, Ohio, in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing January 1st, 2022, and

WHEREAS, The Budget Commission of Greene County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation: therefore, be it

RESOLVED, By the Board of Trustees of Beaver Creek Township of Greene County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted, and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

(See SCHEDULE A and SCHEDULE B on Agenda).

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.

Finance Director Teri Molden gave an update on the VIP Payroll transition from Paycor as the Township's payroll processing software.

Fiscal Officer Rushing thanked Teri Molden and the entire Finance Department for their work in transitioning to VIP Payroll.

TRUSTEES

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

Administrator Zaharieff had no report for MVRPC Technical Advisory Committee.

Trustee Kretz reported that the Regional Planning and Coordinating Commission of Greene County (RPCC) had an executive committee meeting and will have a full

**BEAVERCREEK TOWNSHIP BOARD OF TRUSTEES
August 23, 2021 MEETING MINUTES**

REGULAR MEETING

commission meeting tomorrow. Beaver Creek Township items include a zoning text amendment.

Trustee Dean reported on the Health Department District Advisory Council, had no meeting.

Administrator Zaharieff reported that he has a meeting with the city manager and superintendent this week.

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

Trustee Wallace had no meeting for Greene County Township Association.

Trustee Kretz and Ryan Rushing noted that there will be an informational report at the first meeting of every month regarding investments.

EXECUTIVE SESSION

20210823-Admin-F: Trustee Dean **MOVED** to enter Executive Session pursuant to Ohio Revised Code section 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, seconded by Trustee Wallace. Fiscal Officer Rushing called the roll: Trustee Kretz, yes; Trustee Dean, yes; Trustee Wallace, yes. Motion adopted.

20210823-Admin-G: 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.

20210823-Admin-H: 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.

APPROVED:



Tom Kretz, Chair

ATTESTED:



Ryan A. Rushing, Fiscal Officer

9-13-2021
Date