

Regular Beavercreek Trustee's Meeting**Monday, January 29,****2007**

Ms. Graff called the zoning meeting to order at 7:30 p.m.

Case #662-B

Mr. Little read the public hearing notice for the case. Ms. Graff asked if anyone was present to speak on behalf of the applicant.

Rick Kappel, 1133 Cloverfield Ave., Kettering, stated he was there to speak on behalf of his parents. Ms. Graff asked why they needed to screen in the area. Mr. Kappel responded that it was to keep the bugs out so that they could enjoy the deck. He emphasized that his parents did not know the deck was in the setback at the time they made the application for the addition.

Mr. Little asked for verification that the deck had not been added on after the house was built. Mr. Kappel stated that the deck was built the same time as the house.

Ms. Long gave a brief staff report noting that it appears the neighbor's fence was used as the marker for the property line.

Mr. Little asked if they were planning on extending the deck or if the addition would hang over the deck. The response to both questions was no.

Ms. Long noted that the only reason this is a major modification is that it is in a PUD. Mr. Surdyk clarified that the original site plan did not show the deck; it only appeared on the architectural drawing.

Mr. Glaser asked if the Zoning Commission had made it clear to the applicant that they are not to build out any further than the existing deck. Ms. Long stated she believed they had gotten that point across.

Ms. Graff stated that she wanted it noted that if at any time the lot behind the Kappel's (belonging to John Rhodehamel) goes up for sale, the separation between the two lots is maintained.

2007-030 There being no one else wishing to speak, Ms. Graff called for a motion to close the hearing. The motion was made by Mr. Little and seconded by Mr. Glaser. Roll Call: Mr. Little, yes; Mr. Glaser, yes; Ms. Graff, yes. The motion carried.

2007-031 Mr. Glaser made a motion to approve the requested major modification in Case #662-B as submitted. The motion was seconded by Mr. Little. Roll Call: Mr. Little, yes; Mr. Glaser, yes; Ms. Graff, yes. The motion carried.

Mr. Glaser cautioned Mr. Kappel that there is to be no further building beyond the existing deck. Mr. Kappel acknowledged this and stated he would relay the information to his parents.

2007-032 Mr. Glaser made a motion to close the zoning hearing. Mr. Little seconded. Roll Call: Mr. Little, yes; Mr. Glaser, yes; and Ms. Graff, yes.

Ms. Graff called the Regular Trustee Meeting to order at 7:31 P.M. Those present were Trustees: Carol Graff, Robert Glaser, and Richard W. Little. Fiscal Officer, Christy Ahrens and Legal Advisor Robert Surdyk were also present. Staff present: Fire Chief Mark Thomas, Deputy Fire Chief Dan Paxton, Fire Inspector Randy Grogan, Acting Road Superintendent Tim Parks, Zoning Inspector Victoria Long and Zoning Clerk Laurie Brown.

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2007-033 Mr. Glaser made a motion to approve the Agenda with the following amendments: to include approval of the Trustee Minutes for January 2, 2007, add a Purchase Requisition under the Road report, and to add Appropriations under the Fiscal Officer's report. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-034 Mr. Glaser made a motion to approve Payroll in the amount of \$146,179.33. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-035 Mr. Little made a motion to approve the United Healthcare bills for January and February of 2007 in the amount of \$103,251.15. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-036 Mr. Glaser made a motion to approve the Regular Trustee Meeting Minutes for December 4, 2006. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-037 Mr. Little made a motion to approve the Regular Trustee Meeting Minutes for January 2, 2007. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-038 Mr. Glaser made a motion to approve the Special Trustee Meeting Minutes for January 16, 2007. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

RESIDENTS/GUESTS DESIRING TO SPEAK: None.

OLD BUSINESS:

Discussion occurred as to set a date for a Special Trustee Meeting in order to discuss the Township Employee Handbook. Legal Advisor Robert Surdyk said that he was waiting to receive additional information from Human Resource Manager, Trish Gustafson. The decision was made to hold a Special Trustee Meeting on Friday, February 23, 2007 at 1:30 P.M. to discuss the Employee Handbook.

A brief discussion occurred as to when the Township's bills would be paid. Fiscal Officer, Christy Ahrens assured the Trustees that bills would be ready for signature no later than the next Trustee Meeting on February 12, 2007.

Discussion occurred as to the Township's progress in its records retention schedule and the fact that we are very close to having approval from necessary parties to shred documents not needed anymore. Administrative Assistant Della Abbott has been working on getting quotes for shredding from various local companies and provided a worksheet for the Trustees to view in order to make a decision. Mr. Glaser expressed concern for the number of people who might view the confidential files before they are shredded and would like the shredding to take place on site. Ms. Graff expressed an interest in using the Greene Company, as it is a local company and recommended by other county agencies. General discussion occurred.

2007-039 Mr. Little made a motion to approve Greene Inc. to complete the first round of shredding of Township documents once all required approvals are received. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

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NEW BUSINESS:

Legal Advisor Mr. Surdyk asked the Trustees to take and review the information he presented them on the issue of Accumulation of Comp Time; and to postpone having a discussion on the subject until the next Trustee meeting after they have had time to review the newly presented information.

FIRE:

2007-040 Mr. Little made a motion to accept **Resolution 2007-040**, the Fire Chief's recommendation to hire the following as Part-Time Firefighters for the Beaver Creek Township Fire Department, Greene County, State of Ohio: Jared Ryan, Keith Holloway, and Seth Johnson. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

Fire Chief Thomas stated that the Fire Department's office copier contract was up for renewal and that he would like the Trustee's approval.

2007- 041 Mr. Glaser made a motion to approve the lease agreement with Donnell McCarthy for \$279.00 per month for forty-eight months, and a maintenance agreement for \$64.60 per month for forty-eight months as well. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Ms. Graff, yes; and Mr. Little, yes.

Chief Thomas presented the Trustees with a purchase requisition for cylinder repairs on Ladder 3 and Ladder 4.

2007-042 Mr. Glaser made a motion to approve the purchase requisition to All-American Fire Equipment, in the amount of \$3625.00 for cylinder repair to Ladder 4. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-043 Mr. Little made a motion to approve the purchase requisition to All-American Fire Equipment, in the amount of \$5620.00 for cylinder repairs to Ladder 3. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

Mr. Robert Darden, of the Township Park Board, took this opportunity to humbly thank the Beaver Creek Fire Department for saving his life after his recent heart attack.

Brief discussion occurred on the Joint Fire Station with Fairborn and how the station is up and running and working well.

Brief discussion also occurred as to how the ISO insurance ratings are determined and how the residents in the immediate area should see their homeowner's insurance rates should decline in the next 1-2 years due to the Township's participation in the Joint Fire Station with Fairborn.

ROAD:

Road Superintendent Tim Parks updated the Trustees on the condition of the Beaver Creek Library. He said there were three main areas of concern at the moment: the roof and flashing in the old section of the Library is leaking, the parapet walls are leaking and could cost over \$12,000 to fix, and there are several warranty issues. No decisions were made.

Mr. Parks updated the Trustees on the snow maintenance report for 2007. In the past two weeks, the Road crew has been out to work on the roads, nine times and

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have spent \$10,662.00 to date. This is still \$7000 under what was spent last year at this time. Mr. Parks did indicate that most of the cost was in paying the employee's overtime and that the Township had not been using a lot of salt so far this year.

Mr. Parks presented the Trustees with a Right of Way Permit for them to review and comment on for future use in the Township. Mr. Parks indicated that the permit was modified from the City of Beavercreek's Right of Way Permit to pertain to Beavercreek Township.

Mr. Parks announced that Rob Arnold had requested to have decorative stop and street signs placed in the Bexley Hills subdivision at River West. Mr. Parks said that the signs were denied due to the fact that they did not meet the Ohio Uniform Traffic Control Manual guidelines. Mr. Parks indicated that Mr. Arnold did not seem to disagree with the denial of his request.

Mr. Parks presented the Trustees with a split purchase requisition, with the Fire Department, to purchase a heavy duty tool kit to read on-board computers.

2007-044 Mr. Glaser made a motion to approve the purchase requisition to Dayton Parts, in the amount of \$1555.40 for the Genesis Heavy-Duty Kit. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

2007-045 Mr. Little made a motion to approve the purchase requisition to Dayton Parts, in the amount of \$1555.40 for the other half of the split purchase. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

INFORMATON TECHNOLOGY: No report.

LEGAL ADVISOR: No report.

FISCAL OFFICER:

Fiscal Officer Christy Ahrens presented the Trustees with an amended engagement letter from Clarke, Schaefer, Hackett & Co.

2007-046 Mr. Glaser made a motion to approve the engagement letter with Clarke, Schaefer, Hackett & Co. to provide monthly bank reconciliation's based upon the Township's cash receipts and cash disbursements ledgers for calendar year 2006, to provide the Township with a complete copy of the working papers used to prepare the reconciliations, and an estimated completion date of January 31, 2007. The estimated cost of this service is \$5275.00. Mr. Little seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

Ms. Ahrens reported to the Trustees that the Township Temporary Appropriations worksheet that she had been working with Trustees on had a mistake. Over ten cells had inadvertently been omitted from the final compilation of total appropriation costs. This in no way affects our official budget or any other official documents submitted to the County Auditor. This only affects the worksheet being worked on by the Fiscal Officer and the Trustees, and only affects the General Fund. After splitting out many categories in the General Fund, such as creating a new Zoning Department, separating out the Human Resource and IT Departments, the General Fund is under extreme pressure to sustain all Township expenditures, not including the Road and Bridge or Fire Departments. This mistake will cause the General Fund to still have enough money to cover its costs in 2007, but severely limits its carry-over appropriation for 2008. In order for the Township to carry-over its estimated first quarter expenditures for 2008 we will need to look into closing out several if not all Special Revenue Funds which, to the

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best of the Township's knowledge, are complete. This would provide additional revenue to the General Fund, which could then be allocated to the carry-over appropriation.

Mr. Glaser mentioned that if the funds from old Fire Station One had been held in reserve in the General Fund that the mistake on the worksheet would not be an issue. However, since the money was transferred to the Fire Department, it cannot be transferred back to the General Fund. He also asked that Traveling Fiscal Officer, Kitty Crockett, give an estimate as to what it would cost to close the Special Revenue Funds.

Ms. Graff announced that she had been by the Beaver Creek City Council and was informed that the City is working on bids for the Senior Center Roof. They are anticipating an early March start date.

2007-047 Mr. Little made a motion to adjourn at 8:48 P.M. Mr. Glaser seconded. Roll Call: Mr. Glaser, yes; Mr. Little, yes; and Ms. Graff, yes.

Trustee: _____

Fiscal Officer: _____
