

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Work Session on January 22, 2013, at 5:30 p.m., at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. Mr. Pittman called the meeting to order at 5:30 pm.
2. Mr. Hodson called the roll with Board Members Nadine Daugherty, Mike Pittman and Scott Bryant present. In addition to Township Administrator Barry Tiffany, others present were Chris Zappanti, Assistant Chief Zimmerman, Cara Tilford, Officer White, Chief Flick and Donna Hellman.

Mr. Hodson provided a letter for the Board to review, if so desired, from Time Warner stating their Cable Franchise Agreement is to be terminated 10 days from the letter's receipt and providing an explanation. He said there would be a Resolution on tonight's agenda that would reinstate a new agreement as per their instructions for continuation of receipt of our fees.

Mr. Bryant told Assistant Chief Zimmerman he tried to match the five year plan numbers to the budget and could not do so. Assistant Chief Zimmerman said they would have to review it with Chief Pavlak. Mr. Pittman asked Mr. Tiffany if they had Departmental Goals to discuss. Mr. Tiffany said he had reports for the Board prepared by each Department.

3. Departmental goals for 2013 and review of 2012 accomplishments.

Police - Chief Flick said he just wanted to maintain the Department and leave the long term goals to the new Chief. Mrs. Daugherty asked if we had any applicants. Chief Flick said we were getting some and discussed the testing process and how the written tests worked. He said the process will be to trim the applicants down to a reasonable number, give the written tests and proceed from there with a reasonable number of candidates. Mr. Bryant asked how many would be tested. Mr. Tiffany said maybe five. Chief Flick said he would review the resumes with the Board on those applicants selected for testing. Mr. Bryant said he would like to be part of who is selected for testing. Mr. Pittman said that before, the Board had prepared separate questions and interviewed the candidates. Mr. Bryant said he would like to be part of who's to be interviewed and be part of the interview process. Mr. Pittman asked how long the process would take. Chief Flick said he would like to move quickly. Mrs. Daugherty asked how things were going. Chief Flick said he would like to give J.R. a pat on the back for his hard work.

Zoning- Cara passed copies of her report to the Board. She said the first part was a progress report for the goals set for 2012 and the second part was for the goals set for 2013. Cara goals for 2012 included completing and inventory of non-conforming uses in Commercial Districts, SRTS infrastructure projects, application for SRTS Phase II, continuation of SRTS Phase I, evaluation of need for floodplain overlay, review of the Comprehensive development plan and an evaluation of an overlay district for Clyo Road. Cara said these goals were completed excepting review of the CDP, which is anticipated at the end of 2013 and the overlay district, which is in progress. A discussion then ensued about the Clyo Road acreage and the owner plans for development. Mt. Tiffany said their interests now are centered around Austin Pike. Mr. Pittman said he hoped all the cream of the crop doesn't go there. Mrs. Daugherty said she talked to Mr. Gunlock a while back, and said he didn't think we would have that much business off Clyo. Mr. Bryant said he thinks this is the time to make our plans while they are involved elsewhere and don't get started down a path before we get involved. He said we need to do some leg work to find interested businesses. Cara then discussed her goals for 2013 which included continuing the CDP update, acquiring the ArcView Mapping software, creating a Developer Publication giving guidelines for developers, expand the website use regarding the Zoning Commission and BZA, create a data base of HOA contacts, apply for funding of SRTS Phase III and supporting Township Economic Development goals and initiatives.

IT- Mr. Zappanti provided the Board with copies of his 2012 accomplishments and goals for 2013. Chris had a multiple of goals for 2012 including a web based scheduling system for Police, Fire and Dispatch, overhauling the Township website, replacement of server in 4 year rotation and purchase of additional switch, stabilize and extend deployment of Languard and Spiceworks across network, attend electronic public records seminar(joined Ohio ERC) and various other objectives. Goals not completed are either in progress for 2013 or are on hold for budgetary reasons. The goals for 2013 include establishing an off-site location for data replication, moving servers to MS 2012 server with Exchange 2012 and SQL server, reviewing options

for a document management package, establish WVLAN access points for MDTs at all other Township facilities, establish branch file repository and other ongoing projects.

Fire – Assistant Chief Zimmerman provided a list of the Department's goals for 2012. Chief Pavlak was absent and she said he wished to discuss the 2013 goals with the board later. The goals for 2012 included Completion of the Rescue 70 replacement project, utilization of Ohio Fire Chief's retention/recruitment grant for volunteers with the program being initiated and used by four members, VHF narrow-banding project being implemented and to be finished this year, updating Community master plan, determine assessment for fire levy (in progress), continue to explore 5 year communication Center plan, seeking grants for fire trucks and Station 72 exhaust system (in progress) and develop a competitive market plan for part-time employee pay, also in progress.

Roads and Services – Mr. Tiffany provided the Board with a report prepared by Mr. Lamb of the Roads and Services Department. Mrs. Daugherty said the top priority should be hiring a Director for the Road Department. Mr. Pittman asked if there were any inquiries yet for the opening. Mr. Tiffany said there were not. Mr. Lamb's report listed the roads that needed to be chip sealed and asphalt overlaid for 2013 along with the planned employee training and other seasonal obligations. Mrs. Daugherty asked if any major purchases were planned. Mr. Tiffany said there were not.

Administration Department - Mr. Tiffany provided the Board with a report reviewing 2012 and planning for 2013. He talked about the Township branding efforts for 2012 and said good strides were made this year with creation of the new web site and the acceptance by the Post Office of Sugarcreek Township in the mailing address. Mr. Tiffany said we moved the Police Logos to be in line with the Township's. He said we changed all but the Fire Logo and need to do that for the sake of consistency. He said we need to push people to use Sugarcreek instead of Bellbrook. Mrs. Daugherty said a lot of people don't even know they live in Sugarcreek. Mr. Tiffany said, since time was running out, the Board could review his report at their leisure.

Mr. Pittman asked if the Kelly Blair case was finally final. Mr. Tiffany replied that is was. Mr. Bryant said he liked the idea of having merchandise for sale for advertising the Township. He said it would be nice if the employees had polo shirts to wear and to have them for sale to the public. He said he liked the Farmer's Market bag give away and having some for sale also.

Mrs. Daugherty said she would like to have a work session to update the employees' manual. Mr. Bryant said some of his goals were to increase the web site usage, have business workshops and increase correspondence with the public. He said he would like to put together a twenty year vision for the Township and what we want it to look like then. Mr. Bryant said he would like to increase our visibility to the public and have audio/video recordings of our meetings. He said he would like to win the Sunny Award, which is given to open governments mostly for their web sites. Mrs. Daugherty said we need the twenty year vision for what we want in development. Mr. Pittman agreed. Mr. Pittman said we need an open minded discussion on mergers and consolidation.

Mrs. Daugherty moved to adjourn at 6:54 pm. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mr. Pittman – Yes
Mr. Bryant – Yes
Mrs. Daugherty – Yes