

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, met in Regular Session on December 15, 2014, at 7:00 pm, at 2090 Ferry Road, Sugarcreek Township, Ohio 45305.

1. Mr. Bryant called the session to order at 7:00 pm.
2. Mr. Hodson called the roll with Board Members Nadine Daugherty and Scott Bryant being present. Mr. Pittman was absent. In addition to Mr. Tiffany, Township Administrator, others, who signed in, were Barbara Burson, Jim Martin, Donna Hellman, Mark Yandrick, and Jim Hogue.
3. All rose and recited the Pledge of Allegiance to the Flag.
4. **Community Activities**
Mr. Tiffany said Christmas in the Park was last week and said he thinks we're done for the year.
5. **Reports**
 - A. Administration
Mr. Tiffany's report will be appended to the permanent record. Mr. Tiffany said he had nothing additional to report. Mr. Bryant asked Mr. Tiffany how things went in Columbus. Mr. Tiffany responded that they did not go well. He said House Bill 277 and some others were dismissed until next year. Mr. Tiffany said, however, there will be about ten million dollars set aside for townships. He said this should amount to about nine thousand dollars for Sugarcreek. He said they didn't say if this would be annually or one time. Mr. Bryant asked about our self-funded insurance plan. Mr. Tiffany said we should be ready to make a decision right after the first of the year.
 - B. Fiscal Office
Mr. Hodson said he had nothing to report. Mr. Bryant asked about our carry over for next year. Mr. Hodson said everything looks okay. He said however a lot of revenue is still unresolved. He said with the salt we've sold we've only received about six thousand dollars to date. He said we have sufficient carry over for the General Fund and the changes in inside millage will make us okay for the end of 2015. Mr. Hodson said he had some concerns for the carry over for Police and Fire for the end of 2015 and several things needed to be discussed before our permanent appropriations in March. He said, overall, the monies for the start-up of 2015 are good. Mr. Bryant asked when the final payment for Clys Road was due. Mr. Hodson said we have about \$198,000.00 due June 1st of next year.
 - C. Fire
The report prepared by the Fire Department will be appended to the permanent record. Chief Pavlak said Engine 72 is currently out of service with repair issues.
 - D. Police
The report prepared by the Police Department will be appended to the permanent record. Chief Brown said he had nothing to add. Mrs. Daugherty asked about all of the over-time on his report. Chief Brown said most of it was due to coverage provided for Black Friday and was paid for by Wal-Mart.
 - E. Roads and Services
The report for Roads and Services will be appended to the permanent record. Mr. Tiffany said the tanks were mounted for the 'Beet Heat' and both trucks are functional. He said the 'Beet Heat' has been ordered and we should be up and running within a week. Mr. Tiffany said we received

the last of our salt today. He said Washington Township received 1210 ton instead of 1000. He said we received a little additional also.

Mr. Bryant said he noticed that the yellow lines were about faded out on Washington Mill when you turn left at the end of Stewart Road where it dead ends into Washington Mill.

F. Zoning

The report prepared by Cara Tilford, Director of Planning and Zoning, will be appended to the permanent record. Cara said the Public Hearing for the Pape farm will be January the 5th. She said the BZC will address the Early property and the two Spears cases on the 13th of January.

G. Information Technology

The report prepared by Mr. Zappanti, Director of Information Technology, will be appended to the permanent record. Mr. Zappanti said he had nothing additional to report.

H. Trustees

The Board had nothing to report.

6. **Public Comments – Agenda Items**

None.

7. **Old Business**

Microwave Link – no discussion.

BZA Candidates – Mr. Bryant asked Cara if the BZA Candidate was attending the next work session. Cara said he would like to be there at 5:30.

8. **New Business**

Consent Agenda Items

A. Approval of Minutes

B. Payment of Bills

C. Year 2015 Temporary Appropriations

Resolution #2014.12.15.01

WHEREAS, the need exists to adopt temporary appropriations for the Year 2015; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2014, and extending until the Year 2015 Permanent Appropriations are approved no later than March 31, 2015; and,

WHEREAS, this temporary appropriation will permit the Township Offices to function without interruption as well as allowing ample time to establish exact carry-over figures,

NOW THEREFORE, BE IT RESOLVED, the Year 2015 Temporary Appropriations are as follows:

1000 General Fund

Personal Services (Salaries)	\$ 185,042.00
Employee Benefits	\$ 140,550.00
Purchased Services	\$ 74,100.00
Supplies & Materials	\$ 11,000.00
Other Dues and Fees	\$ 2,000.00
Health Districts	\$ 31,000.00
<i>Total General Fund:</i>	<u>\$ 443,692.00</u>
2011 Motor Vehicle Tax	\$ 15,000.00
2021 Gasoline Tax	\$ 100,000.00
2031 Road and Bridge	
Personal Services	\$ 415,850.00
Other	\$ 420,344.00
<i>Total Road and Bridge:</i>	<u>\$ 836,194.00</u>
2081 Police District	
Personal Services	\$1,905,000.00
Other	\$ 472,200.00
<i>Total Police District:</i>	<u>\$2,377,200.00</u>
2112 Fire District	
Personal Services	\$1,942,065.00
Other	\$ 580,552.00
<i>Total Fire District:</i>	<u>\$2,522,617.00</u>
2181 Zoning	\$ 40,000.00
2231 Permissive Motor Vehicle License	\$ 80,000.00
2261 Law Enforcement Trust	\$ 11,000.00
2281 Ambulance and Emergency Medical	
Personal Services	\$ 109,766.00
Other	\$ 117,295.00
<i>Total Ambulance and Emergency Medical:</i>	<u>\$ 227,061.00</u>
2902 Community Outreach	\$ 2,000.00
2903 9-1-1 Enhancement	\$ 30,500.00
2906 Police Trust Fund	\$ 89,000.00
3101 Bond Anticipation Note	\$ 198,900.00
3102 General Bond Retirement	\$ 142,675.00
4402 Ohio Public Works	\$1,544,937.72
4901 Clyo Road Capital Projects	\$ 308,738.00
Total Temporary Appropriations	<u>\$8,969,514.72</u>

FURTHER BE IT RESOLVED, that the above aggregate amounts be appropriated based upon the attached submittals (hereby incorporated) and a copy shall be sent to the Greene County Auditor.

D. Resignation of Part-time Firefighter /EMT Luke Langdon

Resolution #2014.12.15.02

WHEREAS, Firefighter/EMT Luke Langdon has submitted his letter of resignation from the Sugarcreek Township Fire Department; and,

WHEREAS, Mr. Langdon has been a member of the Sugarcreek Township Fire Department since June 2, 2014; and,

WHEREAS, Chief Randall J. Pavlak recommends we accept the resignation of Luke Langdon,

NOW THEREFORE, BE IT RESOLVED that the Board of Sugarcreek Township Trustees officially accepts the resignation of Luke Langdon effective December 11, 2014.

E. Declaration of Excess Police Department Property

Resolution #2014.12.15.03

WHEREAS, the Sugarcreek Township Police Department has identified equipment which is no longer needed for operations, and;

WHEREAS, Chief Michael Brown is requesting the attached list of items be declared as excess property and sold “as is”; and,

WHEREAS, the items listed have an individual value of \$2,000 or less,

NOW THEREFORE BE IT RESOLVED, this Sugarcreek Township Board of Trustees hereby declares said property to be excess and authorizes the Township Administrator to immediately dispose of and/or place said property on GovDeals.com and sold “as is”.

F. Acceptance of Attorney Services with Fished Haas Kim Albrecht LLP

Resolution #2014.12.15.04

WHEREAS, by previous resolution the Board of Trustees had previously authorized an agreement between the Board of Sugarcreek Township Trustees and Fishel Hass Kim Albrecht LLP; and,

WHEREAS, the current agreement has expired; and,

WHEREAS, the Board of Sugarcreek Township Trustees is desirous of continuing their affiliation with Fishel Hass Kim Albrecht LLP, to assist and represent the Township in matters of human resources, personnel management, civil service, public sector issues, labor relations, negotiations, and such other and further matters that may affect or come before the Township; and,

WHEREAS, the results of the decisions regarding such matters have a very significant fiscal and operational impact on the Township; and,

WHEREAS, the Township has determined that certain legal, technical and professional assistance will enable them to participate more effectively in these processes; and,

WHEREAS, ORC 309.09(B) permits the Board of Trustees to employ an attorney, other than the Prosecuting Attorney, either for a particular matter or on an annual basis;

NOW THEREFORE, BE IT RESOLVED, that this Board retains the firm of Fishel Hass Kim Albrecht LLP, Attorneys at Law, as legal counsel to advise and represent Sugarcreek Township on legal matters on an "as-needed" basis,

BE IT FURTHER RESOLVED, that Fishel Hass Kim Albrecht LLP, Attorneys at Law, be paid the rate of \$190.00 per hour for all time expended by the Attorneys on behalf of the Township and that Fishel Hass Kim Albrecht LLP be reimbursed for their other reasonable and necessary expenses in providing services to the Township.

G. Approval of Amendments to the Personnel Policies and Procedures Manual.

Resolution #2014.12.15.05

This resolution was tabled prior to the meeting.

H. Annual Reorganization and Appointments

WHEREAS, it is necessary that the Sugarcreek Township Board of Trustees establish by resolution its intent to establish meeting dates, holidays, and appointments to boards, commissions, committees and other organizations with which the Township has cooperative working relationships; and,

WHEREAS, it is also necessary that the Board of Trustees establish an annual schedule of holidays to be observed by the Township, schedule of meeting dates, and authorize certain other operational policies of the Township,

NOW, THEREFORE, BE IT RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty to the position of Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2015, through December 31, 2015.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Michael E. Pittman to the position of Vice Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2015, through December 31, 2015.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Michael E. Pittman as representative, and Scott W. Bryant as alternate, to the Greene County Regional Planning & Coordinating Commission.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty as representative, and Michael E. Pittman as alternate, to the Greene County Combined Health District Advisory Council.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty as representative, and Scott W. Bryant as alternate, to the Greene County Water/Wastewater Advisory Council.

BE IT FURTHER RESOLVED that for the calendar year 2015, the Trustee Work Sessions and Regular Sessions will be held on the same day with the Work Sessions being held from 5:30 p.m. to 6:45 p.m. and the Trustee Regular Session beginning at 7:00 p.m. on the following dates:

January 5	July 20
February 2	August 3
February 17 (Tuesday)	August 17
March 2	September 8 (Tuesday)
March 16	September 21
April 6	October 5
April 20	October 19
May 4	November 2
May 18	November 16
June 1	December 7
June 15	December 21
July 6	

Until further notice, all work sessions and regular Board of Township Trustees meetings will be held at the Sugarcreek Township Administration Building, 2090 Ferry Road, Sugarcreek Township, Ohio 45305. Work Sessions and Regular Sessions may be canceled on occasion by the Chairperson due to schedule conflicts, lack of agenda or other unforeseen circumstances after consulting with the other two Trustees, as available, and the Administrator.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to rehire all current Township employees.

BE IT FURTHER RESOLVED, that all Roads and Service Department temporary part-time service workers will be hired for a term not-to-exceed 180 days from the most recent date of employment in 2014. Temporary part-time service workers will be utilized as needed and must reapply for employment with the Township at the appropriately established time for the next season of work.

BE IT FURTHER RESOLVED, that all part-time employees shall be scheduled to work not more than twenty-four (24) hours in any work week and shall be permitted to work not more than twenty-eight (28) hours total in any work week.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2015 schedule of paid holidays for all Sugarcreek Township non-bargaining unit employees:

<i>New Year's Day:</i>	<i>January 1</i>
<i>Martin Luther King Day:</i>	<i>January 19</i>
<i>Presidents Day:</i>	<i>February 16</i>
<i>Memorial Day:</i>	<i>May 25</i>
<i>Independence Day:</i>	<i>July 3 (Friday)</i>
<i>Labor Day:</i>	<i>September 7</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 26</i>
<i>Day after Thanksgiving:</i>	<i>November 27</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2015 schedule for the Sugarcreek Township Records Commission:
Monday, April 20, 2015 and Monday, September 21, 2015

The Records Commission shall meet twice a year with both meetings starting at 6:45 pm at the Township Administrative Offices, 2090 Ferry Road, Sugarcreek Township, Ohio

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the following Operational Policies and Priorities for the Year 2015:

AGENDA: The agenda for regular and special meetings of the Board of Trustees is to be prepared by the Township Administrator with the review and consent of the Chairperson. All items for the agenda must be submitted to the Administrator on or before the Thursday preceding a regular meeting.

ANNEXATION: This Board of Sugarcreek Township Trustees adamantly opposes any annexation that is not in the best interest of the health, safety and general welfare of the Township and/or its Citizens and shall aggressively resist annexations from any source as appropriate.

ATTENDANCE OF DEPARTMENT HEADS AT TRUSTEE MEETINGS: Attendance is required at all regular Board of Township Trustee meetings and other meetings as requested or unless otherwise excused by the Township Administrator.

AUTHORIZATION TO BILL: The Fiscal Officer shall, upon notification from the Administrator or appropriate Department Head, bill residents and others for damage to Township property and false alarms.

AUTHORIZING TRAVEL/TRAINING REQUESTS: All Travel/Training requests of less than \$1,000.00 may be authorized by the Township Administrator. The Chairperson of the Board of Trustees and the Township Administrator may authorize requested travel training of \$1,000.00 or more to take place before a resolution is passed. At the next Trustee meeting, any pre-authorized travel/training of \$1,000.00 or more shall be submitted for approval by resolution.

BLOCK PARTY REQUESTS: Requests must be submitted to the Township Administrator, who is authorized to approve requests based on the availability of the Community Outreach group, Police, Fire and/or Roads and Services Departments.

CATASTROPHIC EMERGENCIES: Authorizing the Township Administrator or in the absence of the Township Administrator and a quorum of the Board of Trustees, any one Trustee to represent Sugarcreek Township for the purpose of authorizing the use of Township resources in the event of a catastrophic emergency.

COMPETITIVE BIDDING: The Township Administrator and Department Heads are authorized to obtain competitive bids when legally required. All bids will be advertised when in the best interest of the Township or as required in accordance with law. Each bid shall be evaluated as to requirements and specifications contained therein. Demonstrations and/or references shall be provided as appropriate. The contract shall be reviewed in whole or in part by the Office of the Greene County Prosecuting Attorney. Awarding of bids will be determined by the Sugarcreek Township Board of Trustees in the overall best interest of Sugarcreek Township,

not exclusively on the basis of the lowest cost. The Board reserves the right to reject any or all bids.

CREATION OF BOARDS, COMMISSIONS and COMMITTEES: The Township Trustees may by resolution create, eliminate, change, appoint alternates, and abolish boards and commissions in accordance with the Ohio Revised Code. Members of such boards and commissions shall be appointed by and responsible to the Trustees. These members may be removed by the Board of Trustees for malfeasance, misfeasance, or other violations of official Township resolutions and policies. All appointed board, commission, committee members or other appointed volunteers shall be responsible for signing and adhering to the official Sugar Creek Township Code of Ethics or be subject to removal.

All terms, number of members, procedures for appointment and replacement of members, duties, and powers of boards and commissions created by the Trustees shall be prescribed by resolution in accordance with the Ohio Revised Code except as established by the Ohio Revised Code. The Trustees may assign additional non-conflicting duties to the established boards and commissions. Each board or commission shall adopt its own rules of order and procedure in accordance with the Ohio Revised Code and shall annually elect its officers from its membership. The Trustees may authorize funds for the use by the boards and commissions in carrying out their designated responsibilities.

DEPARTMENT REPORTS: Each Department Head shall submit a typed report of activities to the Township Administrator on the Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

DRAINAGE: Retain ground water at its source.

EMERGENCY PAYMENT OF BILLS: The Township Administrator is authorized to approve payment of bills from January 1, 2015, through January 31, 2015, or until the 2015 Reorganization Meeting occurs if the Township Trustees are not available to perform this task. This delegation of responsibilities to the Township Administrator is to be permitted in an emergency situation and must be in the best interests of the Township.

NUISANCE FIRE ALARMS: Nuisance fire alarms shall be subject to the penalties and provisions of the current adopted fire code(s).

MILEAGE REIMBURSEMENT: The Township shall reimburse all employees and elected officials in accordance with Internal Revenue Service (IRS) regulations at the current IRS standard mileage rates for business use when using their private vehicles in those instances where Township-owned vehicles cannot be utilized.

OPEN SPACE PRESERVATION: This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugar Creek Township a unique and highly desirable place to live, work and play.

REGIONALISM: This Board of Trustees supports true regionalism and will strive to maintain Sugar Creek Township, Greene County and the Miami Valley as a viable and thriving region.

SPECIAL SECURITY EVENTS: The Police Department shall be reimbursed at the rate of Sixty-five dollars (\$65) per hour per person and equipment provided to private organizations for security services.

WORK WITHIN THE ROAD RIGHTS-OF-WAY: Landscaping, traffic signs, fire hydrants or mailboxes (except in conformance with all applicable United States Postal Service Standards) shall not be placed in the Sugarcreek Township road rights-of-way without prior written approval of the Director of Roads and Services, or in his/her absence the Township Administrator or his/her designee.

Mr. Bryant moved to approve the Consent Agenda Items as presented. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. Bryant - Yes

9. Agenda Items

A. Awarding of Bid Contract for the Clio Road Phase II Project

Resolution #2014-12-15-07

WHEREAS, Clio Road Phase II project is of great importance to economic development in Sugarcreek Township and Greene County, and;

WHEREAS, all design and engineering for the project is complete and ready for construction, and;

WHEREAS, the Greene County Engineer's Office advertised and received bids for the project, and;

WHEREAS, it is the recommendation of the Greene County Engineer's Office that the bid be awarded to Eagle Bridge Co. as they submitted the lowest and best bid (see attached), and;

NOW THEREFORE, BE IT RESOLVED, this Board of Sugarcreek Township Trustees hereby awards the contract for the Clio Road Phase II Project to Eagle Bridge Co.

Mr. Tiffany said this is for everything, including the sidewalk, trails and sewer. Mr. Bryant asked what Greene County was doing. Mr. Tiffany said they were going to do the bridge, which is two hundred and three thousand dollars.

Mrs. Daugherty moved to accept the Resolution as presented. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes
Mr. Bryant - Yes

10. Trustee/Staff Discussion

None.

11. Executive Session

None.

12. **Public Comments**

Mrs. Barbara Burson asked Chief Pavlak how things were going with the Fire District and if he was going to meet deadlines. Chief Pavlak said he would. Mrs. Burson asked who was excluded. Chief Pavlak said only Centerville. Mr. Tiffany said there were no residencies involved.

13. **Adjourn**

Mrs. Daugherty moved to adjourn at 7:26 pm. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes

Mr. Bryant - Yes

Theodore L. Hodson, Fiscal Officer