

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 16, 2013, at 7:00 pm, at 2090 Ferry Road, Sugarcreek Township, Ohio 45305.

1. Mr. Pittman called the session to order at 7:00 pm.
2. All rose and recited the Pledge of Allegiance to the Flag.
3. Mr. Hodson called the roll with Board Members Nadine Daugherty, Mike Pittman and Scott Bryant being present. In addition to Mr. Tiffany, Township Administrator, others present were Donna Hellman, Danielle Coots and Chris Foster.
4. **Administration**
Mr. Pittman said Mr. Chris Foster, Director of the Bellbrook Eagles Marching Band, was present tonight to be honored for their achievement at the Bands of America Competition. He said we will continue with a discussion after the Resolution has been read. Mr. Pittman asked Mrs. Daugherty if she would read the Resolution.

A. Congratulating the 2013-2014 Bellbrook High School Marching Eagles for becoming the 2013 Bands of America Grand National Class 1A Champion

Resolution# 2013.12.16.03

WHEREAS, in order for a team to be effective, their teamwork needs to consist of more than a common goal, it also needs good instruction and the mentorship of their directors to establish clear roles and contributions, gain satisfaction from working together, accountability, and an appreciation for the skills of the team; and,

WHEREAS, the Bellbrook High School Marching Eagles performed "Put on a Happy Face" on November 13 – 16, 2013, at the 2013 Bands of America Grand National Competition; and,

WHEREAS, the Bands of America competition featured ninety (90) bands in preliminary performance with thirty (30) bands continuing on to the semi-finals; and,

WHEREAS, the Bellbrook Marching Eagles' hard work and dedication was recognized with the achievement of Class 1A Champion, making the Bellbrook Marching Eagles 8-time National Champions,

NOW, THEREFORE, BE IT RESOLVED, this Sugarcreek Township Board of Trustees is very proud of the Marching Eagles and offers congratulations to all one hundred and seventeen (117) members and their directors, Mr. Chris Foster and Mrs. Barb Siler.

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
Mr. Pittman – Yes

Mr. Bryant said his daughter was a member of the band when they became the 2004 champs. He said it is nice to see a small band like Bellbrook's come out and do well. Mrs. Daugherty said she was proud of them and congratulated them for their achievement. Mr. Pittman said they always do well. He said he knows they practice hour after hour. He said they certainly need to be congratulated as well as their mentors and instructors.

Mr. Pittman introduced Mr. Foster, their Director. Mr. Foster said they are a great bunch of kids and they all work hard. He said it's been a lot of fun. Mr. Foster came forward and Mr. Hodson provided him with the original

Resolution. Mr. Tiffany said he had two brothers in the Marching Band and that his parents were instrumental in starting the Band Boosters.

5. Community Activities

Mrs. Daugherty said she attended the open house for the new 'Open Arms' free clinic in Bellbrook. She said Mary Stone has worked very hard to make this happen.

6. Reports

A. Administration

The report prepared by Mr. Tiffany will be appended to the permanent record. Mr. Tiffany said he had nothing to add to his report.

B. Fiscal Office

Mr. Hodson said he had nothing to report.

C. Fire

The report prepared by the Fire Department will be appended to the permanent record. Chief Pavlak said He got Engine 71 back today with a temporary fix and that it will be in service tomorrow. Mr. Bryant asked what was fixed. Chief Pavlak said the pump was fixed but that the gauges were still a problem.

D. Police

The report prepared by the Police Department will be appended to the permanent record. Chief Brown said the 'Shop with a Cop' will be this Friday

E. Roads and Services

The report for Roads and Services will be appended to the permanent record. Mr. Tiffany said we are trying to get our salt delivered but there has been a problem. He said for some reason it is coming from Toledo this year. Mr. Bryant asked Mr. Tiffany how much was remaining. Mr. Tiffany said there was enough for one or two more events. Mr. Tiffany explained how the salt bidding process worked. Mr. Bryant asked if we could turn to the County as a backup if necessary. Mr. Tiffany said we could and probably the City of Bellbrook. Mr. Tiffany said one of our trucks slipped off the new bike path while plowing but there was no damage to the Truck. Mr. Tiffany said ODOT has a truck there every day and will have until final inspection. He said they told Mr. Tischer if he damaged anything getting equipment into his field through the new gate we had installed, he would have to pay for it. He said Mr. Tischer told him he would enter the field through Upper Bellbrook. Mr. Tiffany said we will move the gate to Upper Bellbrook or work out something for the future.

F. Zoning

The report prepared by Cara Tilford, Director of Planning and Zoning, will be appended to the permanent record. Cara said she had nothing to add.

G. Information Technology

Mr. Zappanti's report will be added to the permanent record. Chris said he had nothing to add. Mr. Bryant asked Chris about having statistics included. Mr. Zappanti said he would like to review what is wanted.

H. Trustees

The Board had nothing to report.

7. Old Business

A. Meeting with the City of Bellbrook

Mr. Pittman said this was discussed earlier and a meeting will be arranged after the first of the year.

8. New Business

Fiscal Office

A. Approval of Minutes

Mr. Bryant moved to approve the minutes for the Regular Session and the Work Sessions. Mrs. Daugherty seconded. Roll was called with the vote being as follows:

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

B. Payment on Bills

Mr. Pittman moved to accept the Payment of Bills as presented. Mr. Bryant seconded. Roll was called with the vote being as follows:

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

C. Year 2014 Temporary Appropriations

Resolution# 2013.12.16.01

WHEREAS, the need exists to adopt temporary appropriations for the Year 2014; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2013, and extending until the Year 2014 Permanent Appropriations are approved no later than March 31, 2014; 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 2014 Temporary Appropriations are as follows:

1000 General Fund

Personal Services (Salaries)	\$ 177,855.00
Employee Benefits	\$ 125,000.00
Purchased Services	\$ 76,950.00
Supplies & Materials	\$ 13,500.00
Other Dues and Fees	\$ 3,800.00
Health Districts	\$ 31,000.00
Capital Outlay	\$ 500.00
<i>Total General Fund:</i>	<i>\$ 428,605.00</i>

2011 Motor Vehicle Tax \$ 16,000.00

2021 Gasoline Tax \$ 98,700.00

2031 Road and Bridge

Personal Services \$ 408,850.00

Other \$ 428,334.00

Total Road and Bridge: \$ 837,184.00

2081 Police District \$1,889,900.00

Personal Services \$1,889,900.00

Other \$ 440,700.00

Total Police District: \$2,330,600.00

2112 Fire District \$1,882,616.00

Personal Services \$1,882,616.00

	Other	\$ 557,206.00
	<i>Total Fire District:</i>	<u>\$2,439,832.00</u>
2181	Zoning	\$ 20,000.00
2231	Permissive Motor Vehicle License	\$ 77,000.00
2261	Law Enforcement Trust	\$ 30,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 120,000.00
	Other	<u>\$ 115,000.00</u>
	<i>Total Ambulance and Emergency Medical:</i>	\$ 235,000.00
2902	Community Outreach	\$ 1,000.00
2903	9-1-1 Enhancement	\$ 16,000.00
2906	Police Trust Fund	\$ 148,900.00
3101	Bond Anticipation Note	\$ 202,463.00
3102	General Bond Retirement	\$ 140,875.00
4402	Ohio Public Works	\$1,544,937.72
4901	Clyo Road Capital Projects	\$ 308,738.00
Total Temporary Appropriations		\$8,875,834.72

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.

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

Mrs. Daugherty - Yes
Mr. Bryant - Yes
Mr. Pittman - Yes

Mr. Pittman asked Mr. Hodson to provide a brief explanation of the Resolution. Mr. Hodson stated that the Township is on a cash accounting system and the books are closed at the end of the year and opened again with the cash available for expenditure in 2014. He said these appropriations are temporary to provide for the payment of bills until the actual permanent appropriations are determined before March 31, 2014. Mr. Bryant asked what the challenges would be for 2014. Mr. Hodson said the General Fund budget will be the biggest difficulty for the next few years. He said the State's budget cuts hit the General Fund the hardest. He said he and Mr. Tiffany are still looking at the General Fund for any additional cuts or solutions to associated problems.

- D. Accepting the Additional Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor

Resolution# 2013.12.16.02

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 the Fire & EMS tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten (10) mill limitation (see Schedule A, attached),

NOW THEREFORE, BE IT RESOLVED, by the Board of Trustees of Sugarcreek Township, Greene County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted.

BE IT FURTHER RESOLVED, that there be and is hereby levied on the tax duplicate of said Township the rate of the Fire & EMS tax necessary to be levied within and without the ten (10) mill limitation as attached in Schedule A.

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

Mrs. Daugherty - Yes
Mr. Bryant - Yes
Mr. Pittman - Yes

Mr. Hodson said this Resolution is to certify that we agree with the amount of money generated by the Fire Levy renewal as established by the Budget Commission.

Administration

Mr. Pittman explained the purpose and much of the content of the reorganization and appointments resolution. He said it was long and we would dispense with the reading of the resolution.

E. Annual Reorganization and Appointments

Resolution# 2013.12.16.04

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 Scott W. Bryant to the position of Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2014, through December 31, 2014.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Nadine S. Daugherty to the position of Vice Chairperson, Sugarcreek Township Board of Trustees, for a term commencing January 1, 2014, through December 31, 2014.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby appoint Scott W. Bryant as representative, and Nadine S. Daugherty as alternate, to the Miami Valley Regional Planning Commission.

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

BE IT FURTHER RESOLVED that for the calendar year 2014, 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 6	July 21
February 3	August 4
February 18 (Tuesday)	August 18
March 3	September 2 (Tuesday)
March 17	September 15
April 7	October 6
April 21	October 20
May 5	November 3
May 19	November 17
June 2	December 1
June 16	December 15
July 7	

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 employees will be hired for a term not-to-exceed 210 days from the most recent date of employment in 2013. Temporary part-time employees 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 2014 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 20</i>
<i>Presidents Day:</i>	<i>February 17</i>
<i>Memorial Day:</i>	<i>May 26</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 1</i>
<i>Veterans Day:</i>	<i>November 11</i>
<i>Thanksgiving Day:</i>	<i>November 27</i>
<i>Day after Thanksgiving:</i>	<i>November 28</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2014 schedule for the Sugarcreek Township Records Commission:

Monday, April 21, 2014 and Monday, September 15, 2014

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 2014:

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 Wednesday 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 Sugarcreek 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 Wednesday 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, 2014, through January 31, 2014, or until the 2014 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 IRS regulations at the rate of fifty-six cents (56¢) per mile for the use of 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 Sugarcreek 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 Sugarcreek 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.

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

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

Chief Pavlak said he would like the reference to the part-time work week of 24 hours and not to exceed 28 hours to be 1500 hours per year because of the delay in the implementation of Obamacare. Mr. Tiffany said he thought we

should leave it at 24 hours to be sure we were covered. Mr. Pittman said we should leave the Resolution as is and changes could be discussed later if necessary.

8. **Trustee/Staff Discussion**

Mr. Pittman introduced Ms. Stephanie Hayden, County Prosecutor, and thanked her for attending the work session.

9. **Public Comments**

None. Mr. Pittman moved to adjourn. Mr. Bryant seconded. Roll was called with the vote being as follows:

Mrs. Daugherty - Yes

Mr. Bryant - Yes

Mr. Pittman - Yes

The meeting adjourned at approximately 7:35 pm.

Theodore L. Hodson, Fiscal Officer