

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on January 3, 2018, at 7:00 pm, at 2090 Ferry Road, Bellbrook, Ohio 45305.**

1. Mr. Pittman called the session to order at 7:00 pm.
2. Mr. Hodson called the roll with Board Members Carolyn Destefani, Nadine Daugherty and Mr. Pittman being present. In addition, Cara Tilford, Donna Hellman, Donald Jenkin, Mike Clark, Mike Doliboa, Andrew Vecellio, Arnold Kiefer and Melvin Kiefer attended.
3. All rose and recited the Pledge of Allegiance to the Flag..
4. Public Hearings
  - A. **ZC Case 07-2017**: Applicant, Mike Doliboa, is requesting a map amendment to the Sugarcreek Township Zoning Resolution. The resolution proposes to rezone the following parcels from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District: 5495 Little Sugarcreek Road (further identifiable by parcel number L32000100020001500) owned by Steven C. Keiter, containing 3 acres; 5495 Little Sugarcreek Road (further identifiable by parcel number L32000100020004700) owned by Steven C. Keiter, containing 2 acres; and 5475 Little Sugarcreek Road (further identifiable by parcel number L32000100020001400) owned by Steven C. Keiter, containing 4.89 acres. Public hearing is formally opened. – 2018.01.03.01

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2018.01.03.01**

IN RE: Approval of a Map Amendment to Rezone Parcels L32000100020001500, L32000100020004700 and L32000100020001400 from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District as part of 5495 Little Sugarcreek Road.

WHEREAS, Mike Doliboa, is requesting a map amendment to the Sugarcreek Township Zoning Resolution. The request proposes to rezone the following parcels from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District: 5495 Little Sugarcreek Road (further identifiable by parcel number L32000100020001500) owned by Steven C. Keiter, containing 3 acres; 5495 Little Sugarcreek Road (further identifiable by parcel number L32000100020004700) owned by Steven C. Keiter, containing 2 acres; and 5475 Little Sugarcreek Road (further identifiable by parcel number L32000100020001400) owned by Steven C. Keiter, containing 4.89 acres; and,

WHEREAS, the Greene County Regional Planning and Coordinating Commission has reviewed the applicant's request for a map amendment from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District and has recommended that it be considered for approval; and,

WHEREAS, the Sugarcreek Township Zoning Commission held a public hearing on December 5, 2017, and has recommended approval of the requested map amendment from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District; and,

WHEREAS, the Sugarcreek Township Board of Trustees held a public hearing on January 3, 2018, and deliberated on the application.

NOW THEREFORE, BE IT RESOLVED, the Sugarcreek Township Board of Trustees does hereby approve the applicant's request for a map amendment from A-1 (Agricultural) District to R-1A (Suburban Residential-Low) District for Parcels L32000100020001500, L32000100020004700 and L32000100020001400 as part of 5495 Little Sugarcreek Road.

Mr. Pittman opened the Public Hearing for case 07-2017.  
Mrs. Tilford read the staff report.  
Mr. Pittman asked if anyone had any questions or comments.

B. **ZC Case 08-2017**: Applicant, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a proposed senior/assisted living facility. The applicant is proposing a revised layout and a total of 123 independent living units, 83 assisted living units, and 16 memory care units for a total of 220 units (the approved plan permits up to total of 220 units). The development site is part of 4990 Wilmington Pike, can be further identified by parcel number L32000100010011900, contains approximately 9.77 acres, is owned by Sugarcreek Golf Course, Inc. and is located in the PUD-B-2 (General Business) Planned Unit Development District. – 2018.01.03.02

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2018.01.03.02**

IN RE: ZC Case 08-2017: Approval of the major modification to the approved preliminary development plan for a proposed senior/assisted living facility

WHEREAS, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a proposed senior/assisted living facility.; and,

WHEREAS, the Sugarcreek Township Zoning Commission held a public hearing on December 5, 2017 deliberated on the application and made a recommendation that the major modification to the approved preliminary development plan be approved, subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The development shall comply with the recommendations of the Soil and Water Conservation District.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. Detailed elevations will be presented and reviewed during the Final Development Plan stage. The maximization of natural materials is required. Vinyl siding shall not be permitted as a building material within the senior/assisted living site. Section 7.05 of the Sugarcreek Township Zoning Resolution, Architectural Design Standards, will apply to the senior/assisted living site.
6. Only fixtures certified by the International Dark Sky Association as dark sky friendly shall be utilized for lighting proposed within the development. Fixture details shall be included with the submission of the photometric plan at the time the Final Development Plan is submitted for approval.
7. The landscaping plan submitted for approval with the Final Development Plan shall be consistent with the requirements of Article 10 (modifications to buffer yards required will be noted).
8. Approval of the design of gates, garages and dumpster screening will occur at the Final Development Plan stage.
9. The applicant must meet all applicable requirements of Section 7.07 of the Sugarcreek Township Zoning Resolution dealing with private streets.
10. Signage will be unified throughout the development (including signage associated with the proposed adjacent multi-family site) with details to be approved at the Final Development Plan stage. Sign locations as depicted on the proposed plan are approved.
11. A 6' pedestrian walkway will be required on the west side of Public Road A. A 4' sidewalk will be required on the opposite side of Public Road A.
12. Trustee Resolution 2016.10.17.02 and the corresponding approved Preliminary Development Plan for the PUD-R portion of the subject site shall govern development within the PUD-R portion of the subject site

with the exception of the conditions regarding approved signage, the number of beds approved within the senior/assisted living site (limited to what is now being proposed), the ability to vary the boundaries of the senior/assisted living portion of the plan and the need to file a revised Preliminary Development Plan for the senior/assisted living section. Any modifications approved via the Major Change Process to the PUD-R portion of the subject site subsequent to this approval shall become controlling.

13. The total number of units permitted is 220.

WHEREAS, the Sugarcreek Township Board of Trustees held a Public Hearing on January 3, 2018, and deliberated on the application,

NOW THEREFORE BE IT RESOLVED, that this Board of Trustees does hereby approve a major modification to the approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a proposed senior/assisted living facility subject to the conditions recommended by the Zoning Commission.

C. **ZC Case 09-2017**: Applicant, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a proposed multi-family development. The applicant is proposing a revised layout and a total of 258 multi-family units, 22 twin family units, and 24 townhome units for a total of 298 units (the approved plan called for 248 multi-family units and 50 twin family units). The development site is part of 4990 Wilmington Pike, can be further identified by parcel number L32000100010011900, contains approximately 32.134 acres, is owned by Sugarcreek Golf Course, Inc. and is located in the (PUD-R) Residential Planned Unit Development District. – 2018.01.03.03

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2018.01.03.03**

IN RE: **ZC Case 09-2017**: Approval of the major modification to the approved preliminary development plan for a proposed multi-family development

WHEREAS, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a multi-family development; and,

WHEREAS, the Sugarcreek Township Zoning Commission held a public hearing on December 5, 2017 deliberated on the application and made a recommendation that the major modification to the approved preliminary development plan be approved, subject to the following conditions:

1. Final design shall be subject to approval of the Greene County Engineer's Office.
2. Final design shall be subject to approval of the Greene County Department of Sanitary Engineering.
3. The development shall comply with the recommendations of the Soil and Water Conservation District.
4. Final design shall be subject to approval of Sugarcreek Township Fire Department.
5. The use of vinyl siding as a building material shall be prohibited.
6. Building height shall be limited to 41' within the multi-family portion of the plan; buildings within the twin-family portion of the plan shall be limited to one-story.
7. All twin family units will be two-bedroom, two-bathroom units with two-car attached garages and the option for a den.
8. The architectural treatment of the elevations submitted for approval with the Final Development Plan shall be consistent with the preliminary elevations provided.

9. Only fixtures certified by the International Dark Sky Association as dark sky friendly shall be utilized for lighting proposed within the development. Fixture details shall be included with the submission of the photometric plan at the time the Final Development Plan is submitted for approval.
10. The landscaping plan submitted for approval with the Final Development Plan shall be consistent with the requirements of Article 10 and should emphasize screening of the adjacent developed residential uses to the north, east and west. Particular attention should be paid to the northern end of the parking area between Buildings 9 and 10.
11. Approval of the design of the proposed gates will occur at the Final Development Plan stage.
12. The applicant must meet all applicable requirements of Section 7.07 of the Sugarcreek Township Zoning Resolution dealing with private streets.
13. The alternate single-family plan is no longer in effect. The revised Preliminary Plan, together with any conditions required by the Board of Trustees, shall become the effective Preliminary Development Plan governing development within the PUD-R portion of the subject site.
14. Trustee Resolution 2017.08.16.02 and the corresponding approved Preliminary Plan for the PUD B-2 portion of the subject site shall govern development within the PUD B-2 portion of the subject site (or as modified through the Major Change Process).
15. Signage will be unified throughout the development (including signage associated with the proposed adjacent senior/assisted living site) with sign details to be approved at the Final Development Plan stage. Sign locations as depicted on the proposed plan are approved.
16. A 6' pedestrian walkway will be required on the west side of Public Road A. A 4' sidewalk will be required on the opposite side of Public Road A.

WHEREAS, the Sugarcreek Township Board of Trustees held a Public Hearing on January 3, 2018, and deliberated on the application,

NOW THEREFORE BE IT RESOLVED, that this Board of Trustees does hereby approve a major modification to the approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for a proposed multi-family development subject to the conditions recommended by the Zoning Commission.

D. **ZC Case 10-2017**: Applicant, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for the Magic Castle site. The applicant is proposing a revised layout including parking lot modifications and the removal of two buildings. The development site is part of 4990 Wilmington Pike, can be further identified by parcel number L32000100010011900, contains approximately 5.4165 acres, is owned by Sugarcreek Golf Course, Inc. and is located in the PUD-B-2 (General Business) Planned Unit Development District. – 2018.01.03.04

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2018.01.03.04**

IN RE: **ZC Case 10-2017**: Approval of the major modification to the approved revised preliminary plan for the Magic Castle site

WHEREAS, Guttman Development Group, is requesting a major modification to an approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for the Magic Castle site; and,

WHEREAS, the Sugarcreek Township Zoning Commission held a public hearing on December 5, 2017 deliberated on the application and made a recommendation that the major modification to the approved preliminary development plan be approved, subject to the following conditions:

1. The Preliminary Plan, upon approval by the Township Trustees, shall become the Final Plan governing use of the property.
2. A landscaping plan for the Magic Castle parking area and open space area adjacent to Brown Road and the proposed private drive shall be required to be submitted for approval concurrently with the Final Development Plan for the adjacent multi-family site.
3. The plan shall be updated to meet the requirements of Section 10.08 regarding interior landscaping for parking areas and allow a maximum of 100 parking spaces.
4. The spaces along the main drive aisle within 30' of the right-of-way line shall be eliminated.
5. Any conditions attached to the Preliminary Plan shall also attach to the Final Plan.
6. The batting cage facility shall close no later than 10 p.m.
7. The entire Family Game Center (miniature golf, inside amusement) shall close no later than 10 p.m. on Sunday-Thursday and no later than 11 p.m. on Friday and Saturday.
8. Special events that take place outside of normal operating hours (after proms, etc.) may be approved by the Director of Planning and Zoning on a case by case basis.
9. Any deviations from the approved plan shall be subject to the PUD modification process outlined in the Sugarcreek Township Zoning Resolution.
10. The applicant shall dedicate right-of-way (30' total from centerline is proposed but right-of-way will be set no closer than 1' from any existing improvements based on an as built survey).
11. All exterior lights will be turned off when the business is closed.
12. An access easement shall be provided over the private drive serving the proposed multi-family development to the north or the area deeded off fee simple to the multi-family property owner.
13. The following uses will be prohibited should redevelopment of the site be proposed in the future and a revised Preliminary Development Plan be submitted for approval:
  - a. Automotive Body Repair, Automotive Fuel Sales, Automotive Sales or Rental, Automotive Service or Repair, Automotive Washing Facility, Restaurant Fast-Food, Drive Through Facility and Motel.

WHEREAS, the Sugarcreek Township Board of Trustees held a Public Hearing on January 3, 2018, and deliberated on the application,

NOW THEREFORE BE IT RESOLVED, that this Board of Trustees does hereby approve a major modification to the approved preliminary development plan under Article 5 of the Sugarcreek Township Zoning Resolution for approval of a revised preliminary plan for the Magic Castle site subject to the conditions recommended by the Zoning Commission.

## 5. Reports

- A. Administration  
Mr. Tiffany had nothing to add.
- B. Fiscal Office  
No written report.
- C. Fire  
Chief Leaming had nothing to add.

- D. Police  
Chief Brown had nothing to add.
- E. Roads and Service  
Mr. Tiffany had nothing to add.
- F. Zoning  
Mrs. Tilford had nothing to add.
- G. Information Technology  
Mr. Zappanti had nothing to add.
- H. Trustees  
Mrs. Destefani attended the chamber of commerce meeting at Sugar Valley. She also attended the Miami Valley Regional Planning meeting. She congratulated Mr. Tiffany and Mrs. Tilford for their efforts at the Greene County Township Association party.

Mrs. Daugherty attended the Greene County Regional Planning meeting where they discussed the bike paths. She also attended the GCTA party. She mentioned that 2018 is the anniversary of the Scenic Little Miami River.

- 6. Public Comments regarding agenda items  
No comments
- 7. Old Business
  - A. Residential Waste
  - B. Meeting with Bellbrook
- 8. Consent Agenda items
  - A. Payment of bills

Mrs. Daugherty moved to approve the payment of bills as listed. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – yes  
Mrs. Daugherty – yes

- 9. Discussion Agenda Items
  - A. Authorize Greene County Auditor and Greene County Treasurer to Initiate Transactions – 2017.12.18.01

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2017.12.18.01**

IN RE: Authorize Greene County Auditor and Greene County Treasurer to Initiate Transactions

WHEREAS, the Sugarcreek Township Board of Trustees has approved Old Fort Bank as an accepted depository; and

WHEREAS, Greene County prefers to distribute tax dollars to the Township via electronic funds transfer.

NOW, THEREFORE BE IT RESOLVED, that this Board of Trustees of Sugarcreek Township, Ohio, does hereby authorize the Greene Auditor and Greene County Treasurer to initiate electronic fund deposit transactions with Old Fort Bank, and if necessary, to debit credit entries deposited in error.

Mrs. Daugherty moved to approve the resolution as read. Mrs. Destefani seconded.  
Roll was called with the vote being as follows:

Mrs. Daugherty – yes  
Mrs. Destefani – yes

B. Year 2018 Temporary Appropriations – 2017.12.18.02

**SUGARCREEK TOWNSHIP**

**RESOLUTION NO. 2017.12.18.02**

*IN RE: Year 2018 Temporary Appropriations*

WHEREAS, the need exists to adopt temporary appropriations for the Year 2018; and,

WHEREAS, this temporary appropriation shall be in effect commencing at the close of business December 31, 2017, and extending until the Year 2018 Permanent Appropriations are approved no later than March 31, 2018; 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 2018 Temporary Appropriations are as follows:

1000	General Fund		
	Personal Services (Salaries)	\$	293,250.00
	Employee Benefits	\$	160,200.00
	Purchased Services	\$	105,800.00
	Supplies & Materials	\$	11,000.00
	Other Dues and Fees	\$	2,000.00
	Health Districts	\$	<u>31,000.00</u>
	<i>Total General Fund:</i>	\$	<i>603,250.00</i>
2011	Motor Vehicle Tax	\$	15,000.00
2021	Gasoline Tax	\$	125,000.00
2031	Road and Bridge		
	Personal Services	\$	450,000.00
	Other	\$	<u>422,000.00</u>
	<i>Total Road and Bridge:</i>	\$	<i>872,000.00</i>
2081	Police District		
	Personal Services	\$2,064,876.00	
	Other	\$	<u>515,920.00</u>
	<i>Total Police District:</i>	\$2,580,796.00	
2112	Fire District		
	Personal Services	\$1,918,726.00	
	Other	\$	<u>673,798.00</u>
	<i>Total Fire District:</i>	\$2,592,524.00	

2231	Permissive Motor Vehicle License	\$ 80,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 103,090.00
	Other	\$ 59,750.00
	<i>Total Ambulance and Emergency Medical:</i>	\$ 162,840.00
2902	Community Outreach	\$ 3,000.00
2903	9-1-1 Enhancement	\$ 3,098.00
2904	Centerville Fire Ancillary	\$ 56,000.00
2906	Police Trust Fund	\$ 68,000.00
3901	Clyo Road TIF II	\$ 112,921.00
3102	General Bond Retirement	\$ 129,805.00
4402	OPWC Center Point	\$ 940,460.00
4901	Center Point Capital Project	\$ 155,400.00
4902	Clyo Road TIF	\$ 57,429.14

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**Total Temporary Appropriations           \$8,557,523.14**

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.

Mrs. Destefani moved to approve the resolution as read. Mrs. Daugherty seconded.  
Roll was called with the vote being as follows:

Mrs. Destefani – yes  
Mrs. Daugherty – yes

C. Annual Re-organization and Appointments – 2017.12.18.03

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2017.12.18.03  
IN RE: Annual Re-organization 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 Michael Pittman to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2018, through December 31, 2018.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Nadine Daugherty to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2018, through December 31, 2018.

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 Daugherty as representative, and Carolyn Destefani 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 Carolyn Destefani as representative, and Michael E. Pittman as alternate, to the Greene County Water/Wastewater Advisory Council.

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

BE IT FURTHER RESOLVED that for the calendar year 2018, 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 3 (Wednesday)  
January 16 (Tuesday)  
February 5  
March 5  
March 19  
April 2  
April 16  
May 7  
May 21  
June 4  
June 18  
July 2  
July 16  
August 6  
August 20  
September 17  
October 1  
October 15  
November 5  
November 19  
December 3  
December 17

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.

In months containing only one (1) scheduled meeting, the Chairperson may schedule an additional meeting if necessary for continuity of operations. Such meetings shall be noticed properly in accordance with law as Special Meetings.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby resolve to retain/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 2018. 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 this Sugarcreek Township Board of Trustees does hereby adopt the

following policy regarding hours of work for Part-time employees:

- 1) Part-time employees must average less than thirty (30) hours worked per week per calendar year.
  - a. No part-time employee may work in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month.
  - b. No part-time employee may work in excess of fifteen hundred (1500) hours in any given calendar year.
  - c. No employee may work in excess of their scheduled shifts unless authorized in advance by their respective Department Head, Supervisor, Sergeant or Captain.
  - d. Shift coverage-off and sick days do not count as scheduled hours for part-time employee. These hours can be made up only in the same calendar month and one does not exceed forty-eight (48) hours in any given calendar week.
- 2) It is the responsibility of the part-time employee to keep from working in excess of, or equal to, one hundred-thirty (130) hours in any given calendar month, or 1500 hours in the calendar year.
- 3) It is the responsibility of the Department Head to ensure that part-time employees adhere to the confines of this order.
- 4) Any part-time employee (excluding employees whom work twelve (12) hours every sixth day) whose scheduled shifts begin on the 1<sup>st</sup> and end on the 31<sup>st</sup> of any given month must have a scheduled shift off to keep them under one hundred-thirty (130) hours worked in any given month. This will be identified as an

“off-day” and shall be assigned by respective their Department Administration. “Off-days” do not count as scheduled hours and cannot be made up.

- 5) Failure to comply with or enforce the above-mentioned Administrative Order may result in the Department Head and/or employee being disciplined up to and including termination.
- 6) Should an employee work Fourteen Hundred, Ninety-Nine (1499) hours within a given calendar year, that employee will immediately be placed on unpaid Administrative leave until January 1 of the following year.

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2018 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 15</i>
<i>President's Day</i>	<i>February 19</i>
<i>Memorial Day:</i>	<i>May 28</i>
<i>Independence Day:</i>	<i>July 4</i>
<i>Labor Day:</i>	<i>September 3</i>
<i>Veterans Day:</i>	<i>November 12</i>
<i>Thanksgiving Day:</i>	<i>November 22</i>
<i>Day after Thanksgiving:</i>	<i>November 23</i>
<i>Christmas Day:</i>	<i>December 25</i>

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2018 schedule for the Sugarcreek Township Records Commission:

Monday, April 16, 2018 and Monday, September 17, 2018. 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 2018:

**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 the second regular meeting of the Board of Township Trustees each month 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 Thursday preceding the scheduled regular meetings of the Board of Township Trustees for presentation at that meeting.

**DRAINAGE:** Retain ground water at its source.

**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 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 approve the re-organization with the corrections noted by Mr. Tiffany.

Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – yes

Mrs. Daugherty – yes

D. Proceed to Ballot for Fire Levy Renewal 2018 – 2017.12.18.04

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2017.12.18.04**

**IN RE: Resolution to Proceed to Ballot for Fire Levy Renewal 2018**

WHEREAS, this proposed levy renewal will be placed on the ballot for the May 8, 2018, General Election with a beginning collection date of 2018 and ending in 2022,

WHEREAS, this Board of Sugarcreek Township Trustees has determined the necessity of and voted on levying a tax outside the ten mill limitation; and,

**WHEREAS, having passed a Resolution of Renewal of Fire Levy, 2017.11.20.01, the Sugarcreek Board of Trustees moves for a Resolution to Proceed and desires to proceed and place this Fire Levy Renewal on the May 8, 2018, Ballot.**

NOW THEREFORE BE IT RESOLVED, that this Resolution to Proceed for Ballot is hereby adopted and that this Resolution shall take effect and be in force from and after the earliest time provided by law.

Mrs. Destefani moved to approve the resolution as read. Mrs. Daugherty seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – yes  
Mrs. Daugherty – yes

E. Authorizing Township Administrator to Enter in Contract for Services with Reddy Electric – 2017.12.18.05

Mrs. Daugherty moved to approve the resolution as read.

Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – yes  
Mrs. Daugherty – yes

10. Public Comments

11. Trustee/Staff Discussion

12. Adjourn

Mrs. Daugherty moved to Adjourn at 7:44pm. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Destefani – yes  
Mrs. Daugherty - yes

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Theodore L. Hodson, Fiscal Officer