

**SUGARCREEK TOWNSHIP**  
**RESOLUTION NO. 2013.12.16.04**  
IN RE: Annual Re-organization and Appointments

WHEREAS, it is necessary that the Sugar creek 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 Sugar creek Township Board of Trustees does hereby appoint Scott W. Bryant to the position of Chairperson, Sugar creek Township Board of Trustees, for a term commencing January 1, 2014, through December 31, 2014.

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

BE IT FURTHER RESOLVED, that this Sugar creek 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 Sugar creek 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 Sugar creek 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.

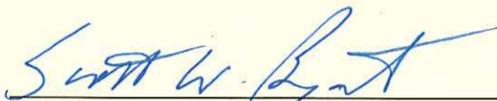
**OPEN SPACE PRESERVATION:** This Board of Trustees recognizes the high value of and strongly supports the preservation of the open spaces and vistas that help to make Sugarcreek Township a unique and highly desirable place to live, work and play.

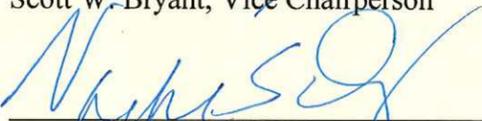
**REGIONALISM:** This Board of Trustees supports true regionalism and will strive to maintain Sugarcreek Township, Greene County and the Miami Valley as a viable and thriving region.

**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.

  
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Michael E. Pittman, Chairperson

  
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Scott W. Bryant, Vice Chairperson

  
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Nadine S. Daugherty, Trustee

*Theodore L. Hodson*

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Theodore L. Hodson, Fiscal Officer