

**The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on December 16<sup>th</sup>, 2019, at 7:00 PM, at 2090 Ferry Road, Bellbrook, Ohio 45305.**

1. **Mrs. Destefani called the session to order at 7:05 pm.**

2. **All in attendance stood for the Pledge of Allegiance.**

3. **Attendance**

Mr. Hodson called the roll with Board Members Mrs. Destefani, Mr. Pittman and Mrs. Daugherty.

4. **Reports**

A. **Administrator** – Mr. Tiffany was present. He had nothing to add to his report.

B. **Fiscal Officer** – Mr. Hodson was present. He had nothing to add to his report.

C. **Fire** – Chief Leaming was present. There was some discussion on the Assistant Fire Chief's car.

D. **Police** – Chief Brown was present. Mr. Pittman asked if the theft has gone down in the area around Christmas time.

E. **Roads and Services** – Mr. Harphant was present. Mrs. Destefani said the Christmas lights up around the building look lovely. She also asked if they had picked up any signs over the weekend. She saw that there were some around the Township.

F. **Zoning** – Mrs. Tilford was present. She had nothing to add to her report

G. **Information Technology** – Nothing to add.

H. **Trustees** – Mrs. Daugherty attended the Governors Party for all elected Officials. She said it was very nice and a great place to chat with everyone, very informal. Mrs. Destefani attended the Community Christmas Party by Christ Church and Christmas in the park. The Trustees also talked about the school funding and how schools cannot perform if their funding is taken away.

5. **Public Comments – Agenda related Business only**

6. **Old Business**

Bellbrook Sugarcreek Parks and Schools Meeting – TBD

7. **Consent Agenda Items**

A. Payment of Bills

B. Approval of Minutes

C. Accepting Maintenance and Responsibility – 2019.12.16.01

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.01**

IN RE: Acceptance of Dedicated Roadway for Maintenance  
of Streets and Storm Systems for Woodland Ridge 2

WHEREAS, this Board of Township Trustees has received the name Woodland Ridge 2, Section 9, from the Greene County Engineer which will become the responsibility of Sugarcreek Township per Ohio Revised Code (O.R.C.) 5553.31; and,

WHEREAS, the maintenance and responsibility for these roadways will belong to the Sugar creek Township Trustees; and,

WHEREAS, the following roadways have met the specifications and inspection procedures of both the Greene County Engineer and the Sugar creek Township Roads and Services Department:

Woodland Ridge 2, Section 9

NOW THEREFORE, BE IT RESOLVED, that these subdivision roads are accepted as the responsibility of Sugar creek Township and the speed limit in this residential area shall be set at 25 miles per hour.

**D. Appointment of Fire Department Staff – John Duritsch – 2019.12.16.02**

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.02**

IN RE: Appointment of Fire Department Staff  
John Duritsch

WHEREAS, the continuing need exists to maintain proper staffing within the Sugar creek Township Fire Department; and,

WHEREAS, vacancies exist within the classification of Part-time Firefighter II/EMT; and,

WHEREAS, John Duritsch has the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugar creek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2019 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that John Duritsch shall be appointed to Part-time Firefighter II/EMT within the Sugar creek Fire Department; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for John Duritsch will have an effective date of December 12, 2019 with a one (1) year probationary period ending on December 12, 2020.

**E. Declaration of Excess Property – Fire Department – 2019.12.16.03**

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.03**

IN RE: Declaration of Excess Property – Fire Department

WHEREAS, the Sugar creek Township Fire Department has identified equipment which is no longer needed for operations, and;

WHEREAS, the item listed below has an individual value of \$2,000.00 or less.

- FORD Expedition 2007

NOW THEREFORE BE IT RESOLVED, that this Sugar creek Township Board of Trustees hereby declares this property to be excess and directs the appropriate disposition of this property.

F. Entering into an Agreement with Choice One Engineering for SRTS Grant –  
2019.12.16.04

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.04**

IN RE: Entering Into an Agreement with Choice One Engineering for Professional Services – Safe Routes to School Grant Application and

Authorizing the Township Administrator to Act as Signatory

WHEREAS, the Township desires to apply for a Safe Routes to School (SRTS) grant for a multi-use path along Feedwire Road from Eden Meadows Way to Little Sugarcreek Road; and,

WHEREAS, Choice One Engineering has provided a proposed cost of \$1,380 to prepare and submit the application of behalf of Sugarcreek Township.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory and enter into an agreement with Choice One Engineering for the preparation and submission of SRTS Grant Application at a cost of \$1,380, a copy of the agreement attached hereto.

G. Entering into an Agreement with Choice One Engineering for ODNR Grant –  
2019.12.16.05

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.05**

IN RE: Entering Into an Agreement with Choice One Engineering for Professional Services – Ohio Department of Natural Resources Grant Application and

Authorizing the Township Administrator to Act as Signatory

WHEREAS, the Township desires to apply for a Grant from the Ohio Department of Natural Resources (ODNR) grant for the Feedwire Road Bike/Ped Trail Bridge; and,

WHEREAS, Choice One Engineering has provided a proposed cost of \$2,400 to prepare and submit the application of behalf of Sugarcreek Township.

NOW THEREFORE, BE IT RESOLVED that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as the signatory and enter into an agreement with Choice One Engineering for the preparation and submission of ODNR Grant Application at a cost of \$2,400, a copy of the agreement attached hereto.

H. Annual Re-organization and Appointments -2019.12.16.06

**SUGARCREEK TOWNSHIP  
RESOLUTION NO. 2019.12.16.06**

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 Nadine Daugherty to the position of Chairperson, Sugarcreek Township Board of Trustees, for the term commencing January 1, 2020, through December 31, 2020.

BE IT FURTHER RESOLVED, this Sugarcreek Township Board of Trustees does hereby appoint Carolyn Destefani to the position of Vice Chairperson, Sugarcreek Township Board of Trustees for the term commencing January 1, 2020, through December 31, 2020.

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 2020, 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:

|            |              |
|------------|--------------|
|            | June 1       |
|            | June 15      |
|            | July 6       |
|            | July 20      |
|            | August 3     |
|            | August 17    |
|            | September 21 |
|            | October 7    |
|            | October 19   |
|            | November 2   |
|            | November 16  |
|            | December 7   |
| January 6  |              |
| February 3 |              |
| March 2    |              |
| March 16   |              |
| April 6    |              |
| April 20   |              |
| May 4      |              |
| May 18     |              |

December 21

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 2020. 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 2020 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>President's Day</i>         | <i>February 17</i> |
| <i>Memorial Day:</i>           | <i>May 25</i>      |
| <i>Independence Day:</i>       | <i>July 3</i>      |
| <i>Labor Day:</i>              | <i>September 7</i> |
| <i>Veterans Day:</i>           | <i>November 11</i> |

*Thanksgiving Day:*  
*Day after Thanksgiving:*  
*Christmas Day:*

*November 26*  
*November 27*  
*December 25*

BE IT FURTHER RESOLVED, that this Sugarcreek Township Board of Trustees does hereby establish the 2020 schedule for the Sugarcreek Township Records Commission:  
Monday, April 13, 2020 and Monday, September 14, 2020. 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 2020:

**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, not to exceed \$2,500 without the consent of the majority of the Board of Trustees.

**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 Seventy-four dollars (\$74) 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 consent agenda items. Mrs. Destefani seconded.

Roll was called with the vote being as follows:

Mrs. Daugherty – Yes

Mrs. Destefani – Yes

## **8. Discussion Agenda Items**

IT Disaster Recovery Plan

## **9. Public Comments – Township related Business only**

**10. Trustee/Staff Discussion**

**11. Adjourn**

Mrs. Daugherty moved to adjourn at 8:48pm. Mrs. Destefani seconded.  
Roll was called with the vote being as follows:

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

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**Theodore L. Hodson, Fiscal Officer**

