

SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.3.24.01

IN RE: Assignment of Additional Duties for Administrative Assistant to the Township
Administrator, Sara Contreras, as an Assistant to the Fiscal Officer

WHEREAS, the continuing need exists to maintain the payment of bills and processing or payroll for Township personnel; and,

WHEREAS, with the current and ongoing COVID-19 pandemic, there is a real possibility of current Fiscal Office personnel being affected by the virus and unable to perform their duties; and,

WHEREAS, the Ohio Revised Code, Section 507.021, provides for the appointment one or more persons as the fiscal officer finds necessary to provide assistance to the Township Fiscal Officer; and,

WHEREAS, Ted Hodson, Fiscal Officer, requests, and Barry Tiffany, Township Administrator, finds it in the best interest of the continuity of fiscal operations of the Township to assign the additional duties of Assistant to the Fiscal Officer to Sara Contreras, Administrative Assistant to the Township Administrator, for the purposes of the payment of bills and processing of payroll in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

NOW THEREFORE, BE IT RESOLVED that the title and duties of Assistant to the Fiscal Officer shall be assigned to Sara Contreras, to be performed in the absence of the Fiscal Officer and/or the other Assistant to the Fiscal Officer.

BE IT FURTHER RESOLVED that in accordance with the Ohio Revised Code, Section 507.021,C, the Township Fiscal Officer shall give bond for the faithful discharge of the duties of the office as may be delegated by the Fiscal Officer. The bond shall be payable to the Board of Township Trustees and shall be for the same sum as required under section 507.03 of the Revised Code for the Township Fiscal Officer, with sureties approved by the Board, and conditioned for the faithful performance of duties delegated by the Fiscal Officer. The bond shall be recorded by the Township Fiscal Officer, filed with the County Treasurer, and carefully preserved.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.24.02**

IN RE: RESOLUTION DECLARING EXISTENCE OF AN EMERGENCY; MAKING AN APPROPRIATION FOR THE PAYMENT OF EXPENSES RELATED TO ACTIVITIES FOR EQUIPMENT AND EMERGENCY MANAGEMENT; AND AUTHORIZING ACCEPTANCE OF SERVICES, EQUIPMENT, SUPPLIES, MATERIALS OR FUNDS FOR PURPOSES OF EMERGENCY MANAGEMENT AND SEEKING REIMBURSEMENT FOR EXPENDITURES.

WHEREAS, this Board of Township Trustees ("Board") is empowered by Sections 5502.21 to 5502.51 of the Revised Code (the "Act") to declare the existence of an emergency, and to undertake measures to mitigate, among other things, any actual or imminent threat to the survival or the overall health, safety or welfare of the civilian population that is caused by any natural event, and includes, without limitation, an attack, disaster, and emergency; and

WHEREAS, the Act permits the Board to undertake activities that mitigate and reduce or eliminate the probability of a hazard and to take measures designed to reduce the effects of unavoidable hazards, including measures that may be taken during the hazard or after a hazard has occurred and activities, among others, necessary for emergency, medical, health of the civilian population, monitoring for secondary hazards, damage assessment and disaster analysis operations, coordination of disaster assistance programs, decontamination operations, and the documentation of operations and financial expenses, and any other activities that may be necessary for survival and the overall health, safety and welfare of the civilian population; and

WHEREAS, the Act authorizes the undertaking of emergency preparedness and emergency management, including activities and measures designed or undertaken in preparation for any hazard that will enhance the probability for preservation of life; and

WHEREAS, the Board may, in such circumstances, acquire and maintain firefighting, first-aid, emergency medical, hospital and rescue equipment and materials, equipment for evacuation and relocation of individuals, communications equipment, and all other means, in the nature of personal property, to be used exclusively in the protection of individuals and property against the effects of any hazard;

WHEREAS, the Board is authorized to establish a program for emergency management in accordance with the Act, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and all applicable rules and regulations adopted under that Act (the "Stafford Act"); and

WHEREAS, the Board is authorized under the Act to make appropriations for the

payment of expenses of its local activities for emergency management incurred by any administrative or operational division, office, department, board or authority of the state or of a political subdivision thereof, including volunteer agencies, organizations or departments, or chargeable to the Township by agreement in any county wherein a countywide agency for emergency management has been established;

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Sugarcreek Township, Greene County, Ohio as follows:

SECTION 1. Declaration of Emergency. An emergency, specifically the need to prepare for the coronavirus (COVID-19) pandemic, is hereby declared to exist.

SECTION 2. Acquisition, Replacement and Repair of Equipment; Emergency Management Activities. For a period of six (6) months after passage of this Resolution, the Township Administrator is hereby authorized to contract, on behalf of this Board, for acquisition (by purchase, rental, loan or otherwise), replacement or repair of such equipment as may by either such official be deemed necessary to mitigate, respond to, or recover from the coronavirus (COVID-19) pandemic, and, during such period and thereafter, so long as the pandemic shall, in his opinion, be continuing, to undertake all necessary emergency management activities permitted under Chapter 5502 of the Revised Code.

SECTION 3. Appropriation. The sum of not to exceed \$50,000 is hereby authorized and appropriated for the purposes described in the preambles to this Resolution and Section 2 of this Resolution.

SECTION 4. Acceptance of Donations. The Township Administrator, Fire Chief or Chief of Police are hereby authorized to accept such services, equipment, supplies, materials or funds for purposes of pandemic emergency management as may be offered to the Township by any person, firm or corporation, the State or any political subdivision of the State and to seek reimbursement of the Township's expenses incurred hereunder from the State and from the federal government pursuant to

SECTION 5. Termination. The authority granted hereby shall terminate six months from the date of passage of this Resolution, unless further action of this Board is taken.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.24.03**

IN RE: Authorizing the Township Administrator to Act as a Signatory for
MOU With the City of Bellbrook and the Bellbrook Sugarcreek Park District

WHEREAS, the Bellbrook Sugarcreek Parks District represents the interests of all Sugarcreek Township and City of Bellbrook residents; and

WHEREAS, The Bellbrook Sugarcreek Parks District is governed by three court appointed Parks Commissioners, each serving three-year terms subject to Section 511.19 of the Ohio Revised Code; and

WHEREAS, representatives of the City, the Township and the Park District have met and created a Memorandum of Understanding, a copy of which is attached hereto, to provide clarity to the processes of appointment as a Commissioner for the Bellbrook Sugarcreek Park District and fair representation on its Board for both communities; and

WHEREAS, all parties to the Memorandum of Understanding have reviewed the document and are in agreement as to its content and intentions; and,

WHEREAS, this Board of Trustees believes it to be in the best interest of the citizens of Sugarcreek Township, the citizens of the City of Bellbrook, and the Bellbrook Sugarcreek Park District to execute this Memorandum of Understanding in order to ensure there is a clear defined process for the appointment of Park Board Commissioners, and fair representation to the communities in the future.

NOW THEREFORE BE IT RESOLVED that this Board of Trustees of Sugarcreek Township hereby authorizes the Township Administrator to act as signatory on their behalf and enter into the attached Memorandum of Understanding.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Memorandum of Understanding

This memorandum of understanding, by and between the Bellbrook Sugarcreek Park District, hereinafter known as “the Park District”, the City of Bellbrook, hereinafter known as “the City”, and Sugarcreek Township, hereinafter known as “the Township”, collectively hereinafter known as “the Parties”, is entered into in an effort to provide clear guidelines for the appointment of members to the Bellbrook Sugarcreek Park District Board of Commissioners beginning with the 2020 appointment and each appointment every year thereafter, subject to and in accordance with Ohio Revised Code § 511.19.

The Parties agree that this MOU may not be modified or altered without the expressed written concurrence of all parties.

WHEREAS, the Parties find it in the best interest of the Bellbrook Sugarcreek Park District and the communities and residents of the City of Bellbrook and Sugarcreek Township to have clear, defined processes for the appointment of Commissioners for the Park District; and,

WHEREAS, the Parties agree it to be in the best interest of the Parties and the public to have representation on the Board of Commissioners for the Park District from both the City and the Township at all times; and,

WHEREAS, the Parties agree that the Ohio Revised Code does not provide adequate guidance to these processes.

THEREFORE, the parties agree to the following:

Section 1. The Board of Commissioners for the Park District shall always consist of a minimum of one member who resides in the City and one member who resides in the Township to ensure proper representation to the citizens of both communities. If the continuing term Commissioners are residents of the same jurisdiction, then the applicants for the open Commissioner term may only consist of residents of the other jurisdiction. The Park District bylaws shall be amended to reflect this and recorded in the Greene County Recorder’s Office as well as provided to the Court to become an entry in the Greene County Court Records for Case No. 1975 CV 484.

Section 2. For the year 2020, the appointment date shall be July 10, 2020, and shall require the applicants for the open position to be residents of the City as the other two continuing term Commissioners reside in the Township. Every year thereafter shall have an appointment date of May 10th.

Section 3. No less than 90 days prior to the appointment date of the open Commissioner term each year, each of the Parties may choose to advertise by the means of their choice for the upcoming open Commissioner term, subject to the conditions in Section 1. The date for the application submission deadline shall be no less than 60 days prior to the appointment date. Applications for consideration shall be directed to the Park District and copies of all applications shall be distributed by the Park District to the City in care of the City Manager, and to the Township in care of the Township Administrator, within three (3) days after the submission deadline.

Section 4. No less than 45 days prior to the appointment date, two representatives from each of the Parties shall schedule and interview the applicants collectively on an agreed upon date and location.

Section 5. No less than 20 days prior to the appointment date, each of the Parties shall submit to the Court a recommendation of an applicant for the Court's consideration.

Section 6. In the event there is a vacancy in a Commissioner position mid-term, the above process shall be followed with an appointment date of 90 days from the date of vacancy and a modification on the advertisement of the appointment to a date that complies with all other terms with Sections 3, 4 and 5.

Section 7. The Parties agree that this Memorandum of Understanding shall become an entry in the Greene County Court Records as part of Case No. 1975 CV 484, and enforceable through the Court in the future as needed.

This Memorandum of Understanding is entered into by the Parties on March ____, 2020, by the Authorizing Resolution of each, a copy of which is attached hereto and referenced below.

For the Bellbrook Sugarcreek Park District:

Jeff Stewart, Director

Authorizing Resolution No. _____

For the City of Bellbrook

Melissa Dodd, City Manager

Authorizing Resolution No. _____

For Sugarcreek Township

Barry Tiffany, Township Administrator

Authorizing Resolution No. _____