



AGENDA
SUGARCREEK TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
Monday, March 16, 2020, 7:00 P.M.

REGULAR SESSION:

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Reports**
 - A. Administrator
 - B. Fiscal Officer
 - C. Fire
 - D. Police
 - E. Roads and Services
 - F. Zoning
 - G. Information Technology
 - H. Trustees
5. **Public Comments** - Limited to five minutes per person. Agenda related business only.
(Time cannot be yielded to another person.)
6. **Old Business**
 - A. Bellbrook Sugar Creek Parks and Schools Meeting - TBD
7. **Consent Agenda Items**
 - A. Appointment of Full Time Police Officer - Joshua T. Lacy – 2020.03.16.01
 - B. Initiate Map Amendment to Rezone parcels – 2020.03.16.02
 - C. Year 2020 Permanent Appropriations – 2020.03.16.03
 - D. Appointment of Fire Department Staff – Renee Simmons and Luke Pheanis – 2020.03.16.04
 - E. Payment of Bills
 - F. Approval of Minutes
8. **Discussion Agenda Items**
9. **Public Comments** - Limited to five minutes per person. Township related business only.
(Time cannot be yielded to another person.)
10. **Trustee/Staff Discussion**

11. Adjourn

DRAFT



MEETING CONDUCT AND GUIDELINES

As Trustees of Sugar Creek Township, we encourage residents to attend our Township Meetings. We appreciate you taking time out of your busy schedules to be a part of your Government in action. To help meetings move along in a positive manner, we have established the following guidelines for our meetings:

This is a Township Business meeting and is to be conducted in a professional, business-like manner. It is not our intention to embarrass or demean each other or any members of the audience. We will treat each other with courtesy and respect and we ask for the same courtesy and respect from the audience. No one will get special treatment. These guidelines are for all of us.

As a professional meeting should not go longer than an hour to an hour and a half, it is our intention to stay within a reasonable time limit and follow the agenda.

There will be an Open Discussion at the end of the agenda for the audience to give comments on Township issues. When you have a question or comment, please go to the microphone, state your name and address and direct your question to the Trustees. Please try to limit your comments to 3-5 minutes so as to allow everyone an opportunity to speak.

We appreciate your input. We will not allow any personal attacks or any type of outbursts or profanity from the audience.

If you have any personal comments that you would like to make to us as individuals, please feel free to call the Township Administrative offices or allow us to set up a time to speak with you individually.

It is our goal that meetings are productive and positive. We will do our best to conduct effective, professional meetings.

Thank you.

Sugar Creek Township Trustees



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.16.01**

IN RE: Appointment of Full-Time Police Officer Joshua T. Lacy

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

WHEREAS, a vacancy exists within the classification of full-time Police Officer; and,

WHEREAS, the vacancy has been posted for application in accordance with township policy and the current labor contract; and,

WHEREAS, an assessment center was conducted which included testing in basic exercises, review board and personal interviews with the Chief of Police; and,

WHEREAS, after a review of all the candidates, Police Chief Michael A. Brown recommends this appointment, and confirms that there are funds available for this position in the 2020 operating budget,

NOW THEREFORE, BE IT RESOLVED, that Joshua T. Lacy is hereby appointed as full-time Police Officer effective March 17, 2020, at a pay rate of \$24.68 per hour, payable on a bi-weekly basis, and subject to a one (1) year probationary period ending March 17, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer

Fiscal:

As of March 3, 2020	Final Appropriation	Current Reserve for Encumbrance	YTD Expenditures	Unencumbered Balance	YTD % Expenditures
Fire	\$2,711,350.00	\$717,072.28	\$460,759.70	\$1,608,145.49	16.539%
EMS	\$178,700.00	\$55,255.00	\$28,805.54	\$95,936.53	16.003%
Cell Tower Fund					
Department Total	\$2,950,050.00	\$772,327.28	\$489,565.241	\$1,704,082.02	16.506%

Projected Capital Needs:

Priority	Immediate	Moderate	Low
1	Ladder Replacement \$250,000.00	Battalion Bay sensors \$1,200.00	Replace Damaged Bay Door \$2,000.00
2	Engine \$485,000.00	Install Shorelines (Sta. 71) \$2,000.00	Carpet training / Day room / Bunk Room \$11,000.00
3	(2) Staff Vehicles \$50,000.00	Inside Building Painting / Bay (Sta. 72) \$9,000.00	Kitchen (Sta. 71) \$9,000.00
4	Exhaust System (bay) \$2,500.00	Build Gear Room (In Bay Sta. 72) \$55,000.00	Kitchen (Sta. 72) \$12,000.00
5	5 Mobile Radio \$31,783.00	Sleeping area improvements (Sta. 72) \$15,000.00	Painting Interior (Sta. 71) \$3,000.00
6	Life Pack Monitor Replacement (3) \$90,000.00	Thermal Imaging Camera \$9,000.00	Replace Carpet (Sta. 71) \$7,000.00
7		Radio Batteries \$2,500.00	Bay Floor crack repair / repaint floor \$36,000.00
8		PPV Fans E-73 Q-72 \$5,000.00	Painting (bay) (Sta. 71) \$8,000.00
9		Search Rope & Equipment \$3,000.00	Wall Gear Racks \$6,500.00
10		Computers \$9,000.00	Dedicated Maintenance Program \$2,500.00
11		Front Ramp repair/replace Sta. 72 \$30,000.00	Relocate Flag pole and install lighting \$2,000.00
12		Nozzles \$3,200.00	
13		Chain saw \$1,375.00	
14		Hand Tools \$3,000.00	
15		Replace Hose \$10,000.00	
16		Rotary saw \$600.00	
17		Station Alerting \$54,000.00	
18			
19			
20			
21			
	Total \$909,283.00		\$212,875.00
			TOTAL \$1,221,158.00

Respectfully Submitted,



Jeffrey A. Leaming



Michael A. Brown
Chief of Police

Trustee Report March 16, 2020

Training

- On March 2nd – March 6th, Officer James Cagg completed the Field Training Officer Training at the Greene County Career Center.
- No other classes for March.

Fiscal

Budget 2020 (Final Appropriation)	\$2,683,700.00
Expenditures as of March 3, 2020	\$449,526.24
% of Budget Used	16.6%
% of Budget Year Target for the end of March	24.9%
% of Budget Remaining	83.4%
Cash Balance as of March 3, 2020	\$670,760.82

Public Appearance

- On March 1st, Chief Brown attended the Michael Pittman Community Trail Dedication.

Welcome to our new officer, Joshua Lacy

Respectfully submitted,



Michael A. Brown
Chief of Police



Michael A. Brown
Chief of Police

Police Blotter

February 25, 2020

- Business and house checks
- Traffic stops
- Request an officer on Conifer Trail

February 26, 2020

- Community policing
- Theft arrest on Wilmington Pike

February 27, 2020

- Nothing to Report

February 28, 2020

- Crash report on Wilmington Pike
- Theft report on Nature Court
- Welfare check on Wilmington Pike

February 29, 2020

- Harassment report on Stewart Road
- Extra patrol on Feedwire Road
- Theft report on Mead Road

March 1, 2020

- Business and house checks
- Community policing
- Welfare check on Feedwire Road
- Crash report on Wilmington Pike

March 2, 2020

- Theft report on Center Point Drive
- An animal complaint on River Bluff Drive
- Warrant arrest on Cloy Road
- Found property on Wilmington Pike

March 3, 2020

- Criminal damaging report on Swigart Road
- Suspicious vehicle on Wilmington Pike
- Juvenile complaint on Upper Bellbrook Road
- Extra patrol on Ferry Road

March 4, 2020

- Nothing to Report

March 5, 2020

- Burglary report on Alex Trail
- Traffic stops
- Welfare check on Stewart Road

March 6, 2020

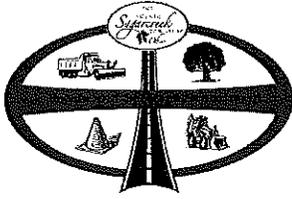
- Trespassing on Little Sugarcreek Road
- Harassment charges on Feedwire Road
- Theft report on Washington Mill Road

March 7, 2020

- Nothing to Report

March 8, 2020

- Crash report on Ferry Road
- Disturbance report on Surrey Trail



Staff Report for Sugarcreek Township Trustees March 16, 2020

The following information is a snap shot of the activities and areas of responsibilities for the Sugarcreek Township Roads and Services Department.

Calls for Service

- There were no call outs for service during this time period

Accomplishments:

- Clean all trucks from salt usage
- Clean and replace all items used during dedication of walk path
- Worked on standing water, several spots in Township
- Met with Steve Bryant from Greene Co. concerning signs on Feedwire Rd
- Numerous driveway permits
- Repair stop sign @ OakCreek/Acorn Drives
- Cleared pipe and culvert on Brown Rd
- Removed debris off roadways numerous areas due to heavy rain (4)
- Meeting with Mr. Tiffany
- Install stop sign on West Salinas Cir.
- Switch "no outlet" sign on Sieber Trace
- Serviced street sweeper and loaned to Beavercreek Twp.
- Checked on OUPS locates 6
- Repaired mailbox on Muzzette Dr.
- Patch potholes (3)
- Assisted River Keepers with moving
- Investigate water issue on Rose Lake
- Work on edge drain Rose Lake Dr (2)
- Measure and mark curb for repair/replacement Jeremy Woods
- Mark for locates Feedwire, Upper Bellbrook Rds
- Remove signs in ROW 5
- Ordered signs from A&A Safety (2)
- Return pipe cleanout to City of Bellbrook
- Take 250 to Interstate Ford
- Remove debris/clean S Kelseys way cul de sac
- Went to Zoresco and Jack Doheney for parts
- Cleaned 550s and shop

- Answered phones for Administration
- Changed bulbs in garage
- Borrowed drain auger from City of Bellbrook
- Mark for locates Briggs, Centerpointe
- Organize room in garage
- Loaned loader to City of Bellbrook
- Inspect catch basins in Jeremy Woods
- Worked on ditch at 2090 Ferry Rd
- Service roller
- Worked on ditches Carpenter Rd, Marshfield
- Trim trees Berryhill, Marshfield, Carpenter Rds

Respectfully,

Bill Harphant
Roads and Services Director

The Board of Trustees of Sugarcreek Township, Greene County, Ohio, in Regular Session on March 2nd, 2020, at 7:00 PM, at 2090 Ferry Road, Bellbrook, Ohio 45305.

1. **Mrs. Daugherty called the session to order at 7:00 pm.**
2. **Mr. Tiffany called the roll with Board Members Mrs. Destefani, Mrs. Daugherty and Mr. Cramer being present. Also, in attendance, Donna Hellman, John Murphy, and Denise Moore.**
3. **All in attendance stood for the Pledge of Allegiance.**
4. **Public Hearing**
ZC Case 05-2019: approval of a text amendment establishing Onsite Physician Led Healing and Wellness Center as a Conditional Use in the A-1 District. – 2020.03.02.01

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.02.01**

IN RE: ZC Case 05-2019: Approval of a Text Amendment Establishing Onsite Physician Led Healing and Wellness Center as a Conditional Use in the A-1 District

WHEREAS, on December 2, 2019, the Sugarcreek Township Board of Trustees initiated a text amendment establishing Physician Directed Healing and Wellness Center as a Conditional Use in the A-1 District; and

WHEREAS, the Greene County Regional Planning and Coordinating Commission reviewed the text amendment and recommended it be denied; and

WHEREAS, the Sugarcreek Township Board of Zoning Commission held a public hearing on January 7, 2020 and continued that public hearing on February 4, 2020, deliberated, and recommended a modified version of the text amendment be approved; and

WHEREAS, the Zoning Commission held a public hearing on March 2, 2020, considered the recommendations of both the Greene County Regional Planning and Coordinating Commission and the Sugarcreek Township Board of Zoning Commission and deliberated;

NOW THEREFORE, BE IT RESOLVED, this Board of Trustees does hereby approve text amendment BZC05-2019 establishing Onsite Physician LED Healing and Wellness Center as a Conditional Use in the A-1 District, as recommend by the Zoning Commission.

Mrs. Daugherty motioned to approve the ZC Case. Mrs. Destefani seconded.
Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer – Yes

5. Reports

A. Administration

Mr. Tiffany was present. He had nothing to add to his report. Mrs. Destefani asked about the installment of new phones for the Township. Mr. Tiffany said within the next few weeks he should have an idea of what we are getting and when.

B. Fiscal Office

Mr. Hodson was not present.

C. Fire

Chief Leaming was not present.

D. Police

Chief Brown was not present.

E. Roads and Services

Mr. Harphant was not present. Mrs. Destefani and Mrs. Daugherty stated that the Road crew did a great job with Mr. Pittman's Dedication Sign.

F. Zoning

Mrs. Tilford was not present.

G. Information Technology

Computers are almost done being installed.

H. Trustees

Mr. Cramer said he is excited to be on the Board of Trustees with Mrs. Destefani and Mrs. Daugherty. He also stated that he enjoyed being able to be there for Mr. Pittman's Dedication. Mrs. Destefani stated that the Miami Valley River Cleaners Clean up date is June 13th. Mrs. Daugherty attended the Miami Valley Regional Planning Commission.

6. Public Comments – Agenda Items

Donna Hellman spoke about how the traffic lights and speed limits need to be changed throughout the Township.

7. Old Business

A. Bellbrook Sugarcreek Parks and Schools Meeting – April 20th 5:30 pm At the Sugarcreek Township Administration Building.

8. Consent Agenda Items

A. Payment of Bills

B. Approval of Minutes

C. Appointment of Fire Department Staff- Ashley Vorhees – 2020.03.02.02

SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.02.02
IN RE: Appointment of Fire Department Staff
Ashleigh Vorhees

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

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

WHEREAS, Ashleigh Vorhees has the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2020 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Ashleigh Vorhees shall be appointed to Part-time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$13.63 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointment for Ashleigh Vorhees will have an effective date of February 18, 2020 with a one (1) year probationary period ending on February 18, 2021.

D. Authorizing Township Administrator to act as Signatory for a Purchase Agreement with Pro OnCall - 2020.03.02.03

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.02.03**

IN RE: Authorizing the Township Administrator to Act as a Signatory for
A Purchase Agreement with Pro OnCall

WHEREAS, there is a need for adequate telephone systems throughout the Township Departments; and,

WHEREAS, Current desktop phones have become antiquated; and,

WHEREAS, PRO OnCall Technologies, LLC has provided competitive bids for 60 new telephones, to include all installation, support and warranty work of the new devices.

NOW THEREFORE, BE IT RESOLVED, that this Board of Trustees for Sugarcreek Township does hereby authorize the Township Administrator to act as signatory on behalf of the Trustees for a Purchase Agreement through PRO OnCall Technologies, LLC, in an amount not to exceed Thirty Thousand dollars (\$30,000).

E. Authorizing the Filing of Application with the Ohio Department of Natural Resources -2020.03.02.04

**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.02.04**

IN RE: Authorizing the Filing of Application with the Ohio Department of Natural Resources

WHEREAS, the State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through Recreational Trails Program (RTP) and/or the Clean Ohio Trails Fund (COTF); and,

WHEREAS, the Sugarcreek Township Board of Trustees desires financial assistance under the COTF Program; and,

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

1. That the Sugarcreek Township Board of Trustees approves filing an application for COTF financial assistance

2. That the Township Administrator is hereby authorized and directed to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Sugarcreek Township Board of Trustees does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms and conditions of the COTF Program.

Mrs. Daugherty motioned to approve Consent agenda items. Mrs. Destefani seconded.
Roll was called with the vote being as follows:

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer –Yes

9. Discussion Consent Agenda Items

Donna Hellman spoke about connectivity in the Township, and why we are not connecting the sections between Clearbrook to Feedwire. Mr. Tiffany stated that they have looked at the section and they are considering connecting it as a part of the plan.

10. Trustee/Staff Discussions

They spoke about the Little Miami River Cleaners, and how they would like the Townships help with some things in the future.

11. Adjourn

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

Mrs. Destefani – Yes
Mrs. Daugherty – Yes
Mr. Cramer –Yes

Theodore L. Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.16.02**

IN RE: Initiate Map Amendment to Rezone parcels
L32000100020008200 and L32000100020004800

WHEREAS, ORC 519.12 authorizes the Board of Trustees to initiate amendments to the Zoning Resolution by passage of a Resolution; and,

WHEREAS, the Board of Sugar Creek Township Trustees deems it in the best interest of the community to initiate a map amendment to rezone 6.267 acres at 4251 Clys Road and 23.947 acres located at the southeast corner of Feedwire and Clys Road (no address of record) from R-1A (Suburban Residential-Low) District to O-1 (Office) District; and,

WHEREAS, the purpose of said rezoning is to ensure that future development of the subject parcels is commercial in nature as called for in the Long Range Land Use Plan; and,

NOW THEREFORE, BE IT RESOLVED, the Sugar Creek Township Board of Trustees does hereby initiate the rezoning of the above mentioned parcels and instructs the Director of Zoning and Planning to certify this Resolution to the Board of Zoning Commission.

Nadine S. Daugherty, Chairperson

Carolyn L Destefani, Vice-Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer



SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.16.03
IN RE: Year 2020 Permanent Appropriations

WHEREAS, the Board of Trustees has a duty under law to adopt and maintain a balanced budget; and,

WHEREAS, this Board, along with the Fiscal Officer and Township Administrator, have examined the estimate of revenues as presented by the Greene County Budget Commission; and,

WHEREAS, it is evident that the proposed 2020 Appropriations for each Fund do not exceed estimated revenues, which may include 2020 carryovers and additional income, as certified to the Greene County Auditor's Office by the Township Fiscal Officer,

NOW THEREFORE, BE IT RESOLVED, that the following permanent appropriations be placed into effect:

1000	General Fund	
	Personal Services (Salaries)	\$ 372,000.00
	Employee Benefits	\$ 168,000.00
	Purchased Services	\$ 150,000.00
	Supplies & Materials	\$ 11,000.00
	Other Dues and Fees	\$ 2,000.00
	Health Districts	\$ 30,000.00
	<i>Total General Fund:</i>	<u>\$ 733,000.00</u>
2011	Motor Vehicle Tax	\$ 27,000.00
2021	Gasoline Tax	\$ 125,000.00
2031	Road and Bridge	
	Personal Services	\$ 418,250.00
	Other	\$ 536,700.00
	<i>Total Road and Bridge:</i>	<u>\$ 1,106,950.00</u>
2081	Police District	
	Personal Services	\$2,225,000.00
	Other	\$ 473,700.00
	<i>Total Police District:</i>	<u>\$2,698,700.00</u>
2112	Fire District	
	Personal Services	\$2,095,450.00
	Other	\$ 675,900.00

Total Fire District: \$2,711,350.00

2231	Permissive Motor Vehicle License	\$ 80,000.00
2281	Ambulance and Emergency Medical	
	Personal Services	\$ 116,000.00
	Other	\$ 62,700.00
	<i>Total Ambulance and Emergency Medical:</i>	\$ 178,700.00
2904	Centerville Fire Ancillary	\$ 80,000.00
2906	Police Trust Fund	\$ 89,000.00
2907	Police Cell Tower Receipts	\$ 30,000.00
2908	Fire Cell Tower Receipts	\$ 24,000.00
3102	General Bond Retirement	\$ 127,263.50
3901	Clyo Road TIF II	\$ 158,000.00
4401	OPWC Brown Road	\$ 50,000.00
4901	Center Point Capital Project	\$ 51,869.33
4902	Clyo Road TIF	\$ 0.00

Total Temporary Appropriations \$8,118,832.83

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.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L Hodson, Fiscal Officer



**SUGARCREEK TOWNSHIP
RESOLUTION NO. 2020.03.16.04**

**IN RE: Appointment of Fire Department Staff
Renee Simmons and Luke Pheanis**

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

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

WHEREAS, Renee Simmons has the necessary qualifications to serve in the capacity of Part-time Firefighter II/Paramedic for the Sugarcreek Township Fire Department; and,

WHEREAS, Luke Pheanis has the necessary qualifications to serve in the capacity of Part-time Firefighter II/EMT for the Sugarcreek Township Fire Department; and,

WHEREAS, funds are available for this purpose within the Fire Department's 2020 Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that Renee Simmons shall be appointed to Part-time Firefighter II/Paramedic within the Sugarcreek Fire Department at the rate of \$14.74 per hour; and,

NOW, THEREFORE, BE IT RESOLVED, that Luke Pheanis shall be appointed to Part-time Firefighter II/EMT within the Sugarcreek Fire Department at the rate of \$13.63 per hour; and,

FURTHER BE IT RESOLVED, the above-mentioned appointments for Renee Simmons and Luke Pheanis will have an effective date of March 5, 2020 with a one (1) year probationary period ending on March 5, 2021.

Nadine S. Daugherty, Chairperson

Carolyn L. Destefani, Vice Chairperson

Fred Cramer, Trustee

Theodore L. Hodson, Fiscal Officer